AFT GUILD, LOCAL 1931
RETIREE CHAPTER BYLAWS

Updated November, 2026

ARTICLE I - NAME

This organization shall be known as AFT Guild, Local 1931 Retiree Chapter.

ARTICLE II - AFFILIATION

Section 1. The Chapter shall serve as a constituent unit of the AFT Guild, Local 1931.

Section 2. The Chapter shall take no action that is in conflict with the policies and decisions of the membership or the Executive Council of the AFT Guild, Local 1931.

Section 3. No provision of, or proposed amendment to, these Bylaws shall be in conflict with the constitution, bylaws, or policies of the AFT Guild, Local 1931.

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 in matters such as pensions, annuities, Social Security, and health benefits.

Section 3. To improve the quality of life for both active and retired members of the AFT Guild, Local 1931.

Section 4. To promote the aims and objectives of the AFT Guild, Local 1931 and its 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 personnel.

Section 6. To provide opportunities for its members to socialize and a forum for exchanging information of interest and benefit to retired members, and for the expression of their views.

Section 7. To monitor legislation at both the state and national levels that may affect members and to keep its members informed of such legislation.

Section 8. To continue ties with the community to support issues that affect the quality of life for all.

ARTICLE IV - MEMBERSHIP

Section 1. Retiree membership shall be open to all retired personnel who have held active membership in the AFT Guild, Local 1931 at the time of their retirement and have been approved for membership in the Chapter by a majority vote of the Guild's Executive Council.

Section 2. The Executive Committee may, by majority vote, recommend applications for membership from other individuals who wish to join the Chapter, subject to approval by majority vote of the Guild's Executive Council.

Section 3. Membership eligibility in the Chapter shall be determined without regard to sex, race, religious creed, color, national origin, sexual orientation, ancestry, age, or political affiliation.

Section 4. Retention of good membership standing in the Chapter shall be determined upon the payment of all dues for the period beginning February 1st, through the end of February of the following year, and adherence to the Guild's Constitution, Bylaws, Code of Conduct Policy, and Discipline Policy.

ARTICLE V - DUES AND CHAPTER FUNDS

Section 1. The amount of Chapter dues shall be established by the AFT Guild, Local 1931 Executive Council upon the recommendation of the Executive Committee.

Section 2. The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the AFT Guild, Local 1931 Executive Council.

Section 3. Checks drawn on the Chapter's accounts shall be signed by the Guild president and treasurer or, in their absence, other signatures as authorized by the Guild.

Section 4. Any contribution from the Chapter's budget, either in cash or in kind, made to an external group that is not an AFT Guild affiliate must be requested through a Chapter member. The member must complete a AFT Guild Retiree Chapter Request for Funding Form and submit it to the Retiree Chapter President. The President shall review the request with the Executive Committee. The request shall be acted upon at the next Meeting of Members which meets a quorum, with a simple majority of members present required for approval. The approval shall be on a one-time basis.

ARTICLE VI - ELECTION OF OFFICERS

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

a. President
b. Vice-President
c. Secretary
d. Treasurer
e. Two At-Large

In addition, the President, Vice-President, Secretary, and Treasurer may appoint up to four at-large Executive Committee members, subject to approval of the AFT Guild Executive Council.

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. At least 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 of 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 a written statement to the Elections Committee indicating their intent to be nominated.

b. Nominations may also be made from the floor at the membership meeting in February.

c. Members nominated to run for office must affirmatively accept their nomination and be members in good standing.

d. 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 candidates for offices.

Section 6. The Elections Committee shall conduct an election for officers at the February Membership Meeting. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election.

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 as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections to the Guild's Grievance Committee no later than ten (10) days after receipt of such objections. The decision of the Guild's Grievance Committee shall be final.

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, or at the next general membership meeting, whichever is sooner.

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 recommend to the Guild's Executive Council to initiate 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 president becomes vacant, the vice president shall serve as president for the remainder of the expired term. If more than one (in total) office becomes vacant during the two-year term of office, the Guild's Executive Council shall appoint an interim officer to serve the remainder of the term. If only one office becomes vacant during the two-year term of office, the Executive Committee shall appoint an interim officer to serve the remainder of the term.

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 Executive Committee and general membership;

c. Represent the Chapter to outside groups;

d. Appoint members to all committees, serve as an ex officio member of all committees and establish new committees as necessary;

e. Call regular and special meetings of the Executive Committee and the general membership;

f. Fulfill other duties as the office requires, and as are consistent with the bylaws of the Chapter and the AFT Guild, Local 1931 constitution and bylaws.

Section 2. Duties of the Vice President

a. Assist the president with their duties;

b. Oversee the work of the committees;

c. Assume the duties of the president in case of their absence, disability, or upon the president's request;

d. Be responsible for the Chapter's COPE or similarly authorized political fundraising drives among retirees;

e. Perform such other duties as may be prescribed by the Executive Committee.

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. With the assistance of the treasurer, maintain up-to-date membership records.

Section 4. Duties of the Treasurer

a. Mail dues 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. With the assistance of the secretary, maintain up-to-date membership records;

e. Fulfill any duties related to financial matters.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of all elected and appointed officers of the Chapter. The current president of AFT Guild, Local 1931 shall be an ex officio member 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 consideration 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 February meeting;

f. Act upon non-budgeted expenditures as may be required;

g. Interpret the Chapter bylaws; and

h. Cooperate with the officers and retirement committee of the AFT Guild, Local 1931 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 Action
3. Elections

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 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 for submitting these in the form of resolutions to the Chapter. The committee also shall serve as liaison between Chapter members and the AFT Guild, Local 1931, in legislative matters.

c. 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.

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 two meetings each year. The agenda for the February meeting shall include election of officers in election years, annual reports from each standing committee and adoption of a budget and program for the ensuing year.

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 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 AFT Guild, Local 1931 president before holding such meetings.

Section 3. A quorum at a Chapter meeting shall consist of at least ten (10) members in good standing or 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 president of the AFT Guild, Local 1931 shall be an ex officio member 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 may be proposed by a majority of the Executive Committee, or no fewer than 10 percent of the active members.

Section 2. A proposed amendment must be submitted in writing to the Executive Committee at least 30 days before the amendment vote and to the general membership at least 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 AFT Guild, Local 1931 Executive Council.