

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.

11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.

14 C. To foster social, cultural, aesthetic and civic pursuits.

15 D. To provide opportunities for members to continue their membership and involvement  
16 following retirement from active AFT-represented employment.

17 E. To involve retiree members in the election of progressive candidates on education, health,  
18 worker, social issues to public office and lobby for measures consistent with these objectives  
19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.

21 F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of  
22 AFT-Oregon.

23

24 **ARTICLE III – MEMBERSHIP**

25

26 A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible  
27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.

30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.

31 C. Honorary Membership. Honorary membership in the Chapter may be granted by the  
32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.

34 1. Honorary member privileges include attending membership meetings and events, but  
35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President
- 13 2. Secretary
- 14 3. Treasurer
- 15 4. Vice President Membership Program
- 16 5. Vice President Legislative Activities
- 17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

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Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

- 22
- 23 **ARTICLE VI - EXECUTIVE BOARD**
- 24
- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
  - 26       officio without vote.
  - 27 B. A majority of the members of the Executive Board shall constitute a quorum.
  - 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
  - 29       place to be determined by the body. Special meetings may be called by the President or at
  - 30       the request of three members of the Board.
  - 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
  - 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
  - 33       Annual Meeting.
  - 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
  - 35       and deposit funds shall be bonded to protect the funds of the Chapter.
  - 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts  
3 discovered in its review shall be submitted within sixty (60) days to the membership for  
4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be  
5 adopted by a two-thirds vote of the votes cast.



**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12  
13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
- 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
- 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
- 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
- 26 E. Authorization for Remote Meetings
- 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
29 has declared a health, weather, natural or other disaster emergency.
- 30 2. An audio conferencing system announced for a meeting must provide participants the  
31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.

34  
35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36  
37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.

11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.

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19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.

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22 AFT-Oregon.

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24 **ARTICLE III – MEMBERSHIP**

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27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.

30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.

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32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.

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35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President
- 13 2. Secretary
- 14 3. Treasurer
- 15 4. Vice President Membership Program
- 16 5. Vice President Legislative Activities
- 17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

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- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
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As Amended August 8, 2004; June 6, 2005; May 17, 2011;

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- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
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  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

22

## 23 **ARTICLE VI - EXECUTIVE BOARD**

24

- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
- 26       officio without vote.
- 27 B. A majority of the members of the Executive Board shall constitute a quorum.
- 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
- 29       place to be determined by the body. Special meetings may be called by the President or at
- 30       the request of three members of the Board.
- 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
- 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
- 33       Annual Meeting.
- 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
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1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
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#### 5 **ARTICLE VII – COMMITTEES**

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7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
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#### 17 **ARTICLE IX – AFFILIATION**

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19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
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#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

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25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
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#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

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30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
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41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
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- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
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- 5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12  
13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
- 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
- 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
- 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
- 26 E. Authorization for Remote Meetings
- 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
29 has declared a health, weather, natural or other disaster emergency.
- 30 2. An audio conferencing system announced for a meeting must provide participants the  
31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.

34  
35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36  
37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**







**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

**ARTICLE 1 - NAME**

The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the Chapter.

**ARTICLE II - OBJECTIVES**

The objectives of the Chapter shall be:

- A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and other related organizations with which the Chapter is associated.
- B. To establish opportunities for AFT retired members to address and pursue issues of common concern, create avenues to safeguard and strengthen retirement benefits and provide forums for information sharing and social interaction.
- C. To foster social, cultural, aesthetic and civic pursuits.
- D. To provide opportunities for members to continue their membership and involvement following retirement from active AFT-represented employment.
- E. To involve retiree members in the election of progressive candidates on education, health, worker, social issues to public office and lobby for measures consistent with these objectives in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the improvement and advancement of these objectives.
- F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of AFT-Oregon.

**ARTICLE III – MEMBERSHIP**

- A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible for membership. Those who retired from a current AFT affiliate, even though their organization may not have been affiliated at the time of their retirement; and employees of affiliates who retire from employment with an affiliate are also eligible for membership.
- B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.
- C. Honorary Membership. Honorary membership in the Chapter may be granted by the Executive Board to any person who has provided exceptional service to Oregon seniors and retirees as encompassed in Chapter Objectives as described in the Constitution Article II.
  - 1. Honorary member privileges include attending membership meetings and events, but exclude the payment of dues; the privilege of voting; proposing amendments to the Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President  
13 2. Secretary  
14 3. Treasurer  
15 4. Vice President Membership Program  
16 5. Vice President Legislative Activities  
17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

**Page 3 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

22

## 23 **ARTICLE VI - EXECUTIVE BOARD**

24

- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
- 26       officio without vote.
- 27 B. A majority of the members of the Executive Board shall constitute a quorum.
- 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
- 29       place to be determined by the body. Special meetings may be called by the President or at
- 30       the request of three members of the Board.
- 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
- 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
- 33       Annual Meeting.
- 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
- 35       and deposit funds shall be bonded to protect the funds of the Chapter.
- 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

### **Page 4 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts
- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
- 4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be
- 5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
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3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
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15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

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18 membership.

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29 date of nominations. The elections schedule will be consistent with the guidance for  
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15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
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7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

**ARTICLE 1 - NAME**

The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the Chapter.

**ARTICLE II - OBJECTIVES**

The objectives of the Chapter shall be:

- A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and other related organizations with which the Chapter is associated.
- B. To establish opportunities for AFT retired members to address and pursue issues of common concern, create avenues to safeguard and strengthen retirement benefits and provide forums for information sharing and social interaction.
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**ARTICLE III – MEMBERSHIP**

- A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible for membership. Those who retired from a current AFT affiliate, even though their organization may not have been affiliated at the time of their retirement; and employees of affiliates who retire from employment with an affiliate are also eligible for membership.
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1 holding elective or appointed office in the chapter.

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3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
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6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President  
13 2. Secretary  
14 3. Treasurer  
15 4. Vice President Membership Program  
16 5. Vice President Legislative Activities  
17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
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34 membership; and an annual financial report for the Annual Meeting;
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- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

- 22
- 23 **ARTICLE VI - EXECUTIVE BOARD**
- 24
- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
  - 26       officio without vote.
  - 27 B. A majority of the members of the Executive Board shall constitute a quorum.
  - 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
  - 29       place to be determined by the body. Special meetings may be called by the President or at
  - 30       the request of three members of the Board.
  - 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
  - 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
  - 33       Annual Meeting.
  - 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
  - 35       and deposit funds shall be bonded to protect the funds of the Chapter.
  - 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first



- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts
- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
- 4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be
- 5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12  
13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
- 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
- 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
- 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
- 26 E. Authorization for Remote Meetings
- 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
29 has declared a health, weather, natural or other disaster emergency.
- 30 2. An audio conferencing system announced for a meeting must provide participants the  
31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.

34  
35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36  
37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

- 9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.
- 11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.
- 14 C. To foster social, cultural, aesthetic and civic pursuits.
- 15 D. To provide opportunities for members to continue their membership and involvement  
16 following retirement from active AFT-represented employment.
- 17 E. To involve retiree members in the election of progressive candidates on education, health,  
18 worker, social issues to public office and lobby for measures consistent with these objectives  
19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.
- 21 F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of  
22 AFT-Oregon.

23

24 **ARTICLE III – MEMBERSHIP**

25

- 26 A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible  
27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.
- 30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.
- 31 C. Honorary Membership. Honorary membership in the Chapter may be granted by the  
32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.
- 34 1. Honorary member privileges include attending membership meetings and events, but  
35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President
- 13 2. Secretary
- 14 3. Treasurer
- 15 4. Vice President Membership Program
- 16 5. Vice President Legislative Activities
- 17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by



1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

**Page 3 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

- 22
- 23 **ARTICLE VI - EXECUTIVE BOARD**
- 24
- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
  - 26       officio without vote.
  - 27 B. A majority of the members of the Executive Board shall constitute a quorum.
  - 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
  - 29       place to be determined by the body. Special meetings may be called by the President or at
  - 30       the request of three members of the Board.
  - 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
  - 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
  - 33       Annual Meeting.
  - 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
  - 35       and deposit funds shall be bonded to protect the funds of the Chapter.
  - 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts
- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
- 4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be
- 5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

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13 be chaired by the Vice President Membership and Program.

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15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

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24 Oregon legislative and political programs.

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26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

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5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12  
13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
- 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
- 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
- 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
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- 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
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  - 30 2. An audio conferencing system announced for a meeting must provide participants the  
31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.

34  
35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36  
37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**







**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.

11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.

14 C. To foster social, cultural, aesthetic and civic pursuits.

15 D. To provide opportunities for members to continue their membership and involvement  
16 following retirement from active AFT-represented employment.

17 E. To involve retiree members in the election of progressive candidates on education, health,  
18 worker, social issues to public office and lobby for measures consistent with these objectives  
19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.

21 F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of  
22 AFT-Oregon.

23

24 **ARTICLE III – MEMBERSHIP**

25

26 A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible  
27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.

30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.

31 C. Honorary Membership. Honorary membership in the Chapter may be granted by the  
32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.

34 1. Honorary member privileges include attending membership meetings and events, but  
35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President  
13 2. Secretary  
14 3. Treasurer  
15 4. Vice President Membership Program  
16 5. Vice President Legislative Activities  
17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

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Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

- 22
- 23 **ARTICLE VI - EXECUTIVE BOARD**
- 24
- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
  - 26       officio without vote.
  - 27 B. A majority of the members of the Executive Board shall constitute a quorum.
  - 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
  - 29       place to be determined by the body. Special meetings may be called by the President or at
  - 30       the request of three members of the Board.
  - 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
  - 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
  - 33       Annual Meeting.
  - 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
  - 35       and deposit funds shall be bonded to protect the funds of the Chapter.
  - 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts
- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
- 4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be
- 5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most



1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12
- 13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
- 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
- 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
- 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
- 26 E. Authorization for Remote Meetings
- 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
29 has declared a health, weather, natural or other disaster emergency.
- 30 2. An audio conferencing system announced for a meeting must provide participants the  
31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.

34  
35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36
- 37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.

11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.

14 C. To foster social, cultural, aesthetic and civic pursuits.

15 D. To provide opportunities for members to continue their membership and involvement  
16 following retirement from active AFT-represented employment.

17 E. To involve retiree members in the election of progressive candidates on education, health,  
18 worker, social issues to public office and lobby for measures consistent with these objectives  
19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.

21 F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of  
22 AFT-Oregon.

23

24 **ARTICLE III – MEMBERSHIP**

25

26 A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible  
27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.

30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.

31 C. Honorary Membership. Honorary membership in the Chapter may be granted by the  
32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.

34 1. Honorary member privileges include attending membership meetings and events, but  
35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President  
13 2. Secretary  
14 3. Treasurer  
15 4. Vice President Membership Program  
16 5. Vice President Legislative Activities  
17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

**Page 3 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

22

## 23 **ARTICLE VI - EXECUTIVE BOARD**

24

- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
- 26       officio without vote.
- 27 B. A majority of the members of the Executive Board shall constitute a quorum.
- 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
- 29       place to be determined by the body. Special meetings may be called by the President or at
- 30       the request of three members of the Board.
- 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
- 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
- 33       Annual Meeting.
- 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
- 35       and deposit funds shall be bonded to protect the funds of the Chapter.
- 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

### **Page 4 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022



1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts
- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
- 4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be
- 5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12
- 13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
  - 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
  - 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
  - 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
  - 26 E. Authorization for Remote Meetings
    - 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
29 has declared a health, weather, natural or other disaster emergency.
    - 30 2. An audio conferencing system announced for a meeting must provide participants the  
31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.
- 34

35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36
- 37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.

11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.

14 C. To foster social, cultural, aesthetic and civic pursuits.

15 D. To provide opportunities for members to continue their membership and involvement  
16 following retirement from active AFT-represented employment.

17 E. To involve retiree members in the election of progressive candidates on education, health,  
18 worker, social issues to public office and lobby for measures consistent with these objectives  
19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.

21 F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of  
22 AFT-Oregon.

23

24 **ARTICLE III – MEMBERSHIP**

25

26 A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible  
27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.

30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.

31 C. Honorary Membership. Honorary membership in the Chapter may be granted by the  
32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.

34 1. Honorary member privileges include attending membership meetings and events, but  
35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or



1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President  
13 2. Secretary  
14 3. Treasurer  
15 4. Vice President Membership Program  
16 5. Vice President Legislative Activities  
17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

**Page 3 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

22

## 23 **ARTICLE VI - EXECUTIVE BOARD**

24

- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
- 26       officio without vote.
- 27 B. A majority of the members of the Executive Board shall constitute a quorum.
- 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
- 29       place to be determined by the body. Special meetings may be called by the President or at
- 30       the request of three members of the Board.
- 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
- 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
- 33       Annual Meeting.
- 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
- 35       and deposit funds shall be bonded to protect the funds of the Chapter.
- 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

### **Page 4 of 9**

Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
4

#### 5 **ARTICLE VII – COMMITTEES**

6

7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

18

19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

24

25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts  
3 discovered in its review shall be submitted within sixty (60) days to the membership for  
4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be  
5 adopted by a two-thirds vote of the votes cast.

**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12  
13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
- 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
- 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
- 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
- 26 E. Authorization for Remote Meetings
- 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
29 has declared a health, weather, natural or other disaster emergency.
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31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.

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35 **ARTICLE III - DUES AND CHAPTER FUNDS**

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37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.



**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE 1 - NAME**

2

3 The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the  
4 Chapter.

5

6 **ARTICLE II - OBJECTIVES**

7

8 The objectives of the Chapter shall be:

9 A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and  
10 other related organizations with which the Chapter is associated.

11 B. To establish opportunities for AFT retired members to address and pursue issues of common  
12 concern, create avenues to safeguard and strengthen retirement benefits and provide forums  
13 for information sharing and social interaction.

14 C. To foster social, cultural, aesthetic and civic pursuits.

15 D. To provide opportunities for members to continue their membership and involvement  
16 following retirement from active AFT-represented employment.

17 E. To involve retiree members in the election of progressive candidates on education, health,  
18 worker, social issues to public office and lobby for measures consistent with these objectives  
19 in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the  
20 improvement and advancement of these objectives.

21 F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of  
22 AFT-Oregon.

23

24 **ARTICLE III – MEMBERSHIP**

25

26 A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible  
27 for membership. Those who retired from a current AFT affiliate, even though their  
28 organization may not have been affiliated at the time of their retirement; and employees of  
29 affiliates who retire from employment with an affiliate are also eligible for membership.

30 B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.

31 C. Honorary Membership. Honorary membership in the Chapter may be granted by the  
32 Executive Board to any person who has provided exceptional service to Oregon seniors and  
33 retirees as encompassed in Chapter Objectives as described in the Constitution Article II.

34 1. Honorary member privileges include attending membership meetings and events, but  
35 exclude the payment of dues; the privilege of voting; proposing amendments to the  
36 Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President  
13 2. Secretary  
14 3. Treasurer  
15 4. Vice President Membership Program  
16 5. Vice President Legislative Activities  
17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

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Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022

- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

- 22
- 23 **ARTICLE VI - EXECUTIVE BOARD**
- 24
- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
  - 26       officio without vote.
  - 27 B. A majority of the members of the Executive Board shall constitute a quorum.
  - 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
  - 29       place to be determined by the body. Special meetings may be called by the President or at
  - 30       the request of three members of the Board.
  - 31 D. The Executive Board shall implement the decisions of the membership, conduct all business
  - 32       affairs of the Chapter between meetings, and adopt an annual budget for presentation at the
  - 33       Annual Meeting.
  - 34 E. The President, Treasurer and other persons designated by the Executive Board to sign checks
  - 35       and deposit funds shall be bonded to protect the funds of the Chapter.
  - 36 F. Any permanent vacancy occurring on the Executive Board, except Immediate Past President,

1 may be filled by appointment of the Executive Board at the meeting held subsequent to the  
2 announcement of such vacancy. Persons filling vacancies shall serve to the end of the  
3 unexpired term of office.  
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#### 5 **ARTICLE VII – COMMITTEES**

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7 The Executive Board or the membership may authorize other special committees to carry out the  
8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
10

#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

12

- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
14 membership meetings shall be fixed by the Bylaws adopted by the Chapter.  
15 B. A quorum will consist of ten percent (10%) of the membership and at least one officer.  
16

#### 17 **ARTICLE IX – AFFILIATION**

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19 The Chapter shall affiliate with the AFT and comply with any related affiliation requirements.  
20 The Chapter shall take no action that is in conflict with policies and decisions of the membership  
21 or the Executive Council of AFT-Oregon.  
22

#### 23 **ARTICLE X - DUES AND CHAPTER FUNDS**

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25 Chapter dues shall be recommended by the Chapter Executive Board and approved by a majority  
26 vote of members present at a membership meeting. The membership year shall commence July 1.  
27

#### 28 **ARTICLE XI - PARLIAMENTARY PROCEDURE**

29

30 *Roberts Rules of Order, Revised*, shall govern in all cases not covered by this Constitution or by  
31 the Bylaws of the Chapter.  
32

#### 33 **ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

34

- 35 A. Amendments to the Constitution may be proposed by the Executive Board or by at least three  
36 (3) members.  
37 B. Amendments shall be referred to an ad hoc subcommittee of the Executive Board designated  
38 by the President. The Subcommittee will evaluate the proposed amendment to avoid  
39 contradiction with the provisions of the AFT or AFT-Oregon Constitution and Bylaws or  
40 conflict with any applicable law; and for any technical changes necessary or if other  
41 provisions of the Constitution or Bylaws need amending to accommodate the proposed  
42 amendment. The Subcommittee’s report shall be reviewed by the Executive Board at its first

- 1 regular meeting following submission.
- 2 C. Upon review of the Executive Board, the proposed amendment with notice of any conflicts
- 3 discovered in its review shall be submitted within sixty (60) days to the membership for
- 4 consideration. Members shall be given fifteen (15) days' notice. Amendments shall be
- 5 adopted by a two-thirds vote of the votes cast.



**BYLAWS**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

1 **ARTICLE I – COMMITTEES**  
2

3 A. Committees are Standing and Ad hoc, and shall be composed of members of the local  
4 Chapter and shall be appointed by the President with consent of the Executive Board except  
5 as otherwise specified in the Constitution or By-Laws. Chairpersons of the Standing  
6 Committees shall be designated by the members of the Committee except where otherwise  
7 specified in the Constitution or By-laws.

8 B. Standing Committees. Standing Committees, except the Audit Committee, shall be composed  
9 of three (3) members. Appointments, except for the Audit and Elections Committees, will be  
10 made by July 31, of the odd-numbered year, for terms of two years. Appointments may be  
11 renewed.

12 1. **Membership and Program Committee.** The Membership and Program Committee shall  
13 be chaired by the Vice President Membership and Program.

14 a. The Committee shall be responsible for arranging programs that will enhance growth  
15 of membership in the Chapter, provided that such programs do not incur costs that  
16 exceed the budget allotment approved.

17 b. The Committee shall be responsible for arranging social activities of interest to the  
18 membership.

19 2. **Legislative Activities Committee.** The Legislative Activities Committee shall be chaired  
20 by the Legislative Activities Vice President.

21 a. The Committee shall be responsible for the development of legislative goals and for  
22 submission of these in the form of resolutions to the Chapter.

23 b. The Committee shall also serve as liaison between the membership and the AFT-  
24 Oregon legislative and political programs.

25 3. **Elections Committee.** The Elections Committee shall be appointed not less than sixty  
26 (60) days before the date of nominations. It shall be responsible for conducting and  
27 supervising nominations and elections and shall decide all disputes arising out of such  
28 elections. It shall produce an election schedule not less than thirty (30) days before the  
29 date of nominations. The elections schedule will be consistent with the guidance for  
30 elections required in by Article IV, Section 5, and its successor provisions, of the AFT  
31 Constitution. Members of the Election Committee shall not be a candidate for an office.

32 4. **Audit Committee.** The Audit Committee shall be composed of three (3) or five (5)  
33 members, excluding current officers, appointed by the President with approval of the  
34 Executive Board. Appointment will be by June 1, of each fiscal year for a term of one (1)  
35 year. The committee is responsible for conducting an annual audit review for the most

1 recent fiscal year ending June 30, under guidelines provided by AFT for Audit Review  
2 Committees. The Committee will designate an outside auditor whenever the Chapter  
3 meets conditions for such appointment under the requirements of the AFT Constitution.

4 C. Ad hoc Committees

5 The President, with approval of the Executive Board, or the membership by majority vote of  
6 those voting, may designate ad-hoc committees whenever necessary to complete specific  
7 objectives for which they are formed. An ad hoc committee designation will include its task,  
8 number of members to be appointed and deadline date for completing its purpose. An ad hoc  
9 committee will dissolve when its work is completed.

10  
11 **ARTICLE II – MEMBERSHIP MEETINGS**

- 12
- 13 A. In addition to the annual meeting, there shall be at least one regular general  
14 membership meeting yearly. Membership meetings shall be on a schedule of times  
15 and dates approved by the membership. Meetings may be cancelled when there is no  
16 business requiring action by the membership.
  - 17 B. Special meetings may be called by the Chapter President with the consent of the Executive  
18 Board. The business of Special Meetings is limited to the purpose for which it is called.
  - 19 C. Members will be given seven (7) days notice of regular meetings. Notice will include the  
20 agenda and materials corresponding to agenda items. Reports of officers and committees will  
21 be in writing and limited to the business for which they are responsible and within the  
22 Objectives of the Chapter in Article II of the Constitution.
  - 23 D. Membership and Executive Board meetings will be assembled and conducted in person.  
24 Members with a physical or other hardship may request to attend by phone conference,  
25 provided that the Chapter has the capacity or can arrange for phone conference without cost.
  - 26 E. Authorization for Remote Meetings
    - 27 1. Regular and Special Meetings. Membership and Executive Board meetings may be  
28 conducted by phone or video conference, instead of in-person, whenever the government  
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31 ability to speak and hear other participants. A video conferencing system announced for a  
32 meeting must provide participants the ability to speak, hear and see other participants,  
33 whether or not a participant chooses to use all the available features.
- 34

35 **ARTICLE III - DUES AND CHAPTER FUNDS**

- 36
- 37 A. The annual dues for members shall be thirty dollars (\$30.00). Dues payable by new members  
38 who join after the July 1, dues year will be prorated in proportion to the number of whole  
39 months remaining in the dues year.

- 1 B. Checks drawn on the Chapter's account shall require two signatures.  
2 C. Reimbursement request for budgeted expenses must be submitted for payment within thirty  
3 (30) days of the event or travel.  
4

5 **ARTICLE IV - AMENDMENTS TO THE BYLAWS**  
6

7 Amendments to the By-Laws will be submitted in the same manner as proposed amendments to  
8 the Constitution provided in Article XII, except that Amendments to the By-Laws shall be  
9 adopted by a majority vote of the votes cast.

**AFT-Oregon Retirees Chapter 8035R**

# **CONSTITUTION AND BYLAWS**

**As Amended May 3, 2022**





**CONSTITUTION**  
**of the AFT-Oregon Retirees**  
**(American Federation of Teachers - Oregon Retirees)**

**ARTICLE 1 - NAME**

The name of this organization shall be AFT-Oregon Retirees, hereinafter referred to as the Chapter.

**ARTICLE II - OBJECTIVES**

The objectives of the Chapter shall be:

- A. To advance and promote mutual assistance and cooperation with the AFT, AFT-Oregon and other related organizations with which the Chapter is associated.
- B. To establish opportunities for AFT retired members to address and pursue issues of common concern, create avenues to safeguard and strengthen retirement benefits and provide forums for information sharing and social interaction.
- C. To foster social, cultural, aesthetic and civic pursuits.
- D. To provide opportunities for members to continue their membership and involvement following retirement from active AFT-represented employment.
- E. To involve retiree members in the election of progressive candidates on education, health, worker, social issues to public office and lobby for measures consistent with these objectives in conjunction with policy decisions made by the AFT, AFT-Oregon and AFL-CIO in the improvement and advancement of these objectives.
- F. The Chapter shall take no action that conflicts with the policies, Constitution or By-Laws of AFT-Oregon.

**ARTICLE III – MEMBERSHIP**

- A. Anyone represented for collective bargaining by an AFT affiliate is, upon retirement, eligible for membership. Those who retired from a current AFT affiliate, even though their organization may not have been affiliated at the time of their retirement; and employees of affiliates who retire from employment with an affiliate are also eligible for membership.
- B. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees.
- C. Honorary Membership. Honorary membership in the Chapter may be granted by the Executive Board to any person who has provided exceptional service to Oregon seniors and retirees as encompassed in Chapter Objectives as described in the Constitution Article II.
  - 1. Honorary member privileges include attending membership meetings and events, but exclude the payment of dues; the privilege of voting; proposing amendments to the Constitution and Bylaws, or other business for consideration; nominating candidates or

1 holding elective or appointed office in the chapter.

2 2. Individuals may be nominated by a current officer or by a regular member and submitted  
3 to the Executive Board for consideration of Honorary membership. Honorary  
4 membership shall be approved by a four-fifths (4/5) vote of the Executive Board and  
5 announced generally to the membership.

6 D. A member whose dues are unpaid for two (2) months shall receive a reminder notice. A  
7 member whose dues remain unpaid for three (3) months shall be dropped from the rolls.

8  
9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 A. The elected officers of the Chapter shall be:

- 12 1. President
- 13 2. Secretary
- 14 3. Treasurer
- 15 4. Vice President Membership Program
- 16 5. Vice President Legislative Activities
- 17 6. Immediate Past President

18 B. Elected officers shall serve for a term of two (2) years, except for the Immediate Past  
19 President who shall serve a term of one (1) year. Term of office begins July 1, following the  
20 election. (Proviso: The current position of Secretary-Treasurer elected in 2019 shall remain  
21 in effect until May of 2020, at which time election to the office of Secretary and the office of  
22 Treasurer, after required notice, will be conducted. Those elected will serve a term through  
23 regular elections in 2021.)

24 C. Elections will be held every two years, during odd-numbered years and shall be conducted  
25 not more than thirty (30) days after the close of nominations.

26 D. The Elections Committee shall be responsible for conducting and supervising nominations  
27 and elections and shall decide all disputes arising out of such elections.

28 E. All candidates for officer positions must have been members of the Chapter for a period of at  
29 least six (6) months at the time they take office.

30 F. Members must be notified in writing no less than fifteen (15) days prior to the opening date  
31 of nominations and date of elections. Notice shall be widely published in the communications  
32 program of the Chapter, including any regular newsletter.

33 G. Nominations shall be open for at thirty (30) days ahead of the annual meeting at which  
34 nominations may continue to be made from the floor. Any candidate unable to be present to  
35 accept a nomination in person may do so by submitting written acceptance to the Secretary  
36 prior to the meeting.

37 H. Election shall be by secret ballot. If there is more than one candidate for an office, the  
38 election shall be conducted no less than fifteen (15) nor more than thirty (30) days from the  
39 time of nominations. If there is only one candidate for an office, election may be filled by

1 acclamation on a motion to elect by acclamation.

2  
3 **ARTICLE V - DUTIES OF OFFICERS**

4  
5 A. President. The President shall:

- 6 1. Preside at all meetings of the Chapter's Executive Board and membership;
- 7 2. See that all orders and resolutions of the Executive Board and the membership are carried  
8 into effect;
- 9 3. Be an ex-officio member, with vote, of all standing and special committees of the  
10 Chapter;
- 11 4. Appoint all standing and special committees with consent of the Executive Board;
- 12 5. Inform and advise all affiliates of activities and programs of the Chapter;
- 13 6. Work with members or appointees on local publications and mailings;
- 14 7. Serve as chief delegate to all affiliates as allowed by affiliates;
- 15 8. Perform other duties within the scope of the office as may be directed by the Executive  
16 Board.
- 17 9. Advise the Executive Board whenever temporarily unable to perform the duties of the  
18 office. The Executive Board shall designate whichever officer shall act in the capacity of  
19 president through the temporary period. A permanent vacancy during the term of office is  
20 subject to the provisions of Article VI(F) of the Constitution.

21 B. Secretary. The Secretary shall be responsible for:

- 22 1. Being the custodian of the records of the Chapter, which shall be maintained in the  
23 business office of the Chapter;
- 24 2. Recording and reporting all minutes of the Executive Board and membership;
- 25 3. Communicating to all members timely notice of Chapter meetings and other activities;  
26 and
- 27 4. Performing other duties within the scope of the office as may be directed by the  
28 Executive Board.

29 C. Treasurer. The Treasurer shall be responsible for:

- 30 1. Maintaining all financial records of the Chapter;
- 31 2. Paying all bills incurred by the Chapter when due;
- 32 3. Primary responsibility for all banking services (e.g., deposits, withdrawals, checks, etc.);
- 33 4. Preparing a financial report for each regular meeting of the Executive Board and of the  
34 membership; and an annual financial report for the Annual Meeting;
- 35 5. Recommending an annual budget for each fiscal year to the Executive Board;

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Adopted March 2, 2004

As Amended August 8, 2004; June 6, 2005; May 17, 2011;

October 20, 2015; October 16, 2019; November 20, 2019;

November 18, 2020; and May 3, 2022



- 1       6. Submitting the books and financial records for an annual audit or audit review consistent
- 2       with the requirements of affiliates of the American Federation of Teachers; and
- 3       7. Performing other duties within the scope of the office as may be directed by the
- 4       Executive Board.
- 5 D. Vice President Membership and Program. The Vice President Membership and Program
- 6       shall:
  - 7       1. Chair the Membership and Program Committee;
  - 8       2. Maintain an accurate list of members-in-good-standing which shall be maintained in the
  - 9       business office of the Chapter;
  - 10      3. Contact locals to identify newly retired members and send information to those newly
  - 11      retired members regarding the Chapter;
  - 12      4. Send membership renewal notices and withdraw members in accordance with Article III
  - 13      Section D.
  - 14      5. Report on the committee's activities to the Executive Board; and
  - 15      6. Perform other duties within the scope of the office as may be directed by the Executive
  - 16      Board.
- 17 E. Vice President Legislative Activities. The Legislative Activities Vice President shall:
  - 18      1. Chair the Legislative Activities Committee;
  - 19      2. Report on the committee's activities to the Executive Board; and
  - 20      3. Perform other duties within the scope of the office as may be directed by the Executive
  - 21      Board.

22

## 23 **ARTICLE VI - EXECUTIVE BOARD**

24

- 25 A. The Executive Board shall consist of the elected officers and Immediate Past President, ex-
- 26       officio without vote.
- 27 B. A majority of the members of the Executive Board shall constitute a quorum.
- 28 C. Meetings of the Executive Board shall be held not less than four times yearly at a time and
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8 work of the Chapter. The President may initiate the formation of special committees with  
9 approval of the Executive Board or the membership.  
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#### 11 **ARTICLE VIII - MEMBERSHIP MEETINGS**

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- 13 A. There shall be an annual meeting in May of each year. The time and place of other  
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