

BYLAWS for AFT 2121R,
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT FEDERATION OF TEACHERS,
AFT LOCAL 2121, RETIREE CHAPTER

I. AFT 2121 RETIREE CHAPTER NAME

The name of this organization shall be the San Francisco Community College District Federation of Teachers, Local 2121, American Federation of Teachers, Retiree Chapter (AFT 2121R).

II. AFT 2121 RETIREE CHAPTER AFFILIATION

- A. The AFT 2121 Retiree Chapter will serve as a constituent unit of AFT Local 2121.
- B. The AFT 2121 Retiree Chapter shall take no action that is in conflict with the policies and decisions of the membership or the executive board of AFT Local 2121.
- C. No provisions of, or proposed amendments to, these bylaws shall be in conflict with the constitution of AFT Local 2121.

III. AFT 2121 RETIREE CHAPTER OBJECTIVES

- A. To support the aims, goals and objectives of the San Francisco Community College District Federation of Teachers, AFT 2121.
- B. To promote the best interests and welfare of San Francisco Community College District retirees through programs which improve the quality of life for both active and retired members of AFT 2121.
- C. To unite our members for greater strength as an action body, and to enhance communication between active and retired faculty.
- D. To gather and disseminate information of interest for our members.
- E. To encourage continued professional involvement in issues pertinent to retirees.
- F. To promote cooperation with other organizations whose aims and goals align with our own.

IV. AFT 2121 RETIREE CHAPTER MEMBERSHIP

- A. Retired members of AFT 2121 may join the AFT 2121 Retiree Chapter by paying retiree dues.
- B. Members of the AFT 2121 Retiree Chapter retain limited membership in AFT 2121, and may vote in AFT 2121 elections, including leadership elections. They may be nominated and serve as delegates to affiliated organizations, such as AFT, CFT, and the San Francisco Labor Council. However, they are prohibited from voting on AFT 2121 dues, contract ratification, or strike authorization; and are prohibited from being nominated or serving as AFT 2121 General Officers, AFT 2121 Executive Board Representatives-at-Large, or as Secretary of the AFT 2121 Labor Council Delegation.
- C. Retired members who are re-employed by the District to work part-time may stop paying special Retiree Chapter dues during the period of re-employment, and resume eligibility for AFT 2121 active membership during that time. It is the responsibility of such members to notify the AFT 2121 Retiree Chapter to change any monthly collection of dues in accordance with their status.
- D. AFT 2121 Retiree Chapter members in good standing for 30 days or more are automatically members of AFT 2121 COPE and may choose to contribute to AFT 2121 COPE in accordance with the COPE Constitution.
- E. Members who were in good standing in AFT 2121 at the time of retirement automatically become lifetime members of AFT National, without dues, as per the AFT National Constitution.
- F. No person shall be denied membership or otherwise discriminated against by the AFT 2121 Retiree Chapter on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender identity or expression, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, status as a military veteran, or citizenship, social, political or economic status.
- G. The AFT 2121 Retiree Chapter membership list is to be kept private except as needed for internal operations or as otherwise indicated in these bylaws. The Chair and/or the Treasurer may delegate one or more AFT 2121 Retiree Chapter Members to help ensure the membership roster is up to date.

V. AFT 2121 RETIREE CHAPTER DUES

AFT 2121 Retiree Chapter dues shall be proposed by the AFT 2121 Retiree Chapter Executive Committee and ratified in an AFT 2121 Retiree Chapter General Election. The dues collected shall be deposited into AFT 2121's general fund.

VI. ELECTION OF AFT 2121 RETIREE CHAPTER OFFICERS

- A. The following General Officers of the AFT 2121 Retiree Chapter shall be elected biennially for a term of two years, with terms commencing the June 1 following the election:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer
 - 5. Delegate Assembly Representative
- B. All members of the AFT 2121 Retiree Chapter who have been paying dues for at least 30 days shall be eligible to run for election as a General Officer and to vote in the election. A majority of votes cast shall be sufficient to elect to any office.
- C. A notice requesting nominations for AFT 2121 Retiree Chapter Officers will be sent in January. A follow-up notice will be sent in February. Nominations for AFT 2121 Retiree Chapter Officers may be submitted either in print format or in electronic format, and will be accepted until the same closing date as that set by AFT 2121 for their officer nominations. Members may submit nominations for AFT 2121 Retiree Chapter Officers as indicated in the two notices.
- D. Balloting will be done in coordination with the election of officers for AFT 2121, using the same method as AFT 2121. The timelines for distributing ballots and the deadline for receiving ballots will coincide with those set by AFT 2121. Any restrictions concerning AFT 2121 candidate statements will also apply to AFT 2121 Retiree Chapter candidate statements. A separate ballot for the AFT 2121 Retiree Chapter Officers will be included.
- E. All candidates shall be guaranteed equal access to the AFT 2121 Retiree Chapter membership in electioneering. Each candidate who so requests shall receive one set of mailing labels and the phone numbers and /or email addresses of all AFT 2121 Retiree Chapter members except those who indicate they do not want their contact information released to candidates for AFT 2121 or AFT 2121 Retiree Chapter office. It will be the responsibility of candidates receiving the above information to assure that the information is used only for election purposes.

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- F. No AFT 2121 or AFT 2121 Retiree Chapter funds shall be used on behalf of any candidate or group of candidates, except for a single communication of pre-election statements from candidates.
- G. The AFT 2121 Retiree Chapter election shall be conducted by secret ballot, simultaneously with the AFT 2121 Executive Board and Officer elections, observing the same procedures and timelines for voting. Ballots shall be counted as directed by the AFT 2121 Election Commission. Election records shall be preserved for two years.
- H. If the office of Chair becomes vacant, the Vice Chair shall serve as Chair for the remainder of the unexpired term. If any elected office other than Chair becomes vacant, the membership, at its next meeting, will elect a successor who shall hold office for the remainder of the unexpired term.

VII. DUTIES OF AFT 2121 RETIREE CHAPTER OFFICERS

A. Retiree Chapter Chair

- 1. It shall be the duty of the AFT 2121 Retiree Chapter Chair to preside at all meetings, and to perform such other duties as shall be assigned from time to time by the AFT 2121 Retiree Chapter membership or the Executive Committee.
- 2. The AFT 2121 Retiree Chapter Chair shall prepare a draft agenda for each General Membership meeting and share it with the Executive Committee and the membership for additional input 2 weeks before the General Membership meeting. The Chair will send the Agenda out at least 4 days prior to the General Membership meeting.
- 3. The AFT 2121 Retiree Chapter Chair shall appoint the members of all standing and ad hoc committees in accordance with the applicable requirements in the committees' description and purpose statements, with the approval of the Executive Committee. The AFT 2121 Retiree Chapter Chair shall have the power to remove members of standing and ad hoc committees subject to the approval of the Executive Committee..
- 4. The AFT 2121 Retiree Chapter Chair shall forward the contact information and dues status of new Chapter members and renewing Chapter members to the AFT 2121 Retiree Chapter Treasurer in a timely manner.
- 5. The AFT 2121 Retiree Chapter Chair shall see that all orders and resolutions of the Executive Committee and the membership are carried out.

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6. The AFT 2121 Retiree Chapter Chair shall serve as the AFT 2121 Retiree Chapter Representative on the AFT 2121 Executive Board or may designate someone else to serve.
7. The AFT 2121 Retiree Chapter Representative on the AFT 2121 Executive Board, at AFT 2121 Executive Board meetings, shall represent the AFT 2121 Retiree Chapter's perspective on issues, especially issues impacting retirees like retiree health, welfare, and pension benefit matters. The AFT 2121 Retiree Chapter Representative is empowered to vote at AFT 2121 Executive Board meetings on all issues except AFT 2121 dues, contract ratification, and strike authorization.

B. AFT 2121 Retiree Chapter Vice Chair

1. The AFT 2121 Retiree Chapter Vice Chair shall assume the duties of the Chair in the Chair's absence.
2. The AFT 2121 Retiree Chapter Vice Chair shall perform such duties as the AFT 2121 Retiree Chapter Chair or the AFT 2121 Executive Committee may direct.

C. AFT 2121 Retiree Chapter Secretary

1. The AFT 2121 Retiree Chapter Secretary shall be responsible for recording the minutes of Executive Committee and Chapter meetings.
2. The AFT 2121 Retiree Chapter Secretary shall distribute or publish minutes of meetings prior to the next meeting for corrections or additions.
3. The AFT 2121 Retiree Chapter Secretary shall supervise timely notices of meetings, elections and other activities of the Chapter.
4. The AFT 2121 Retiree Chapter Secretary shall prepare correspondence approved and requested by the AFT 2121 Retiree Chapter Executive Committee and the membership.

D. AFT 2121 Retiree Chapter Treasurer

1. The AFT 2121 Retiree Chapter Treasurer shall maintain an accurate list of members in good standing and keep the Chair and Secretary apprised.
2. The AFT 2121 Retiree Chapter Treasurer shall be responsible for keeping accurate financial records and giving full reports whenever requested, including reports on the collection of dues and the disbursement of funds.

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- E. AFT 2121 Retiree Chapter Delegate Assembly Representative (Precinct Representative)
1. The AFT 2121 Retiree Chapter Delegate Assembly Representative (Precinct Representative) shall represent the Chapter at all AFT 2121 General Membership, Delegate Assembly, and COPE meetings.
 2. The AFT 2121 Retiree Chapter Delegate Assembly Representative (Precinct Representative) shall not vote on AFT 2121 dues, contract ratification, or strike authorization, but may vote on other concerns, including those impacting retirees, such as retiree health, welfare, and pension benefits.
 3. If the AFT 2121 Retiree Chapter Delegate Assembly Representative (Precinct Representative) is unable to attend an AFT 2121 General Membership, Delegate Assembly, or COPE meeting, the AFT 2121 Retiree Chapter Chair may attend or designate an alternate to represent the AFT 2121 Retiree Chapter.

VIII. AFT 2121 RETIREE CHAPTER EXECUTIVE COMMITTEE

- A. The AFT 2121 Retiree Chapter Executive Committee shall consist of the following persons:
- AFT 2121 Retiree Chapter Chair
 - AFT 2121 Retiree Chapter Vice Chair
 - AFT 2121 Retiree Chapter Secretary
 - AFT 2121 Retiree Chapter Treasurer
 - AFT 2121 Retiree Chapter Delegate Assembly Representative
 - AFT 2121 Executive Board Representative (if a person other than the AFT 2121 Retiree Chapter Chair)
 - The Chairs of all AFT 2121 Retiree Chapter Standing Committees
- B. Between General Membership meetings, the AFT 2121 Retiree Chapter Executive Committee shall meet as needed to conduct the ordinary business of the Chapter. Meetings may be in person or by any electronic means that allows for synchronous communication.

IX. AFT 2121 RETIREE CHAPTER COMMITTEES

- A. Standing committees of the AFT 2121 Retiree Chapter may be created or dissolved by resolution of the AFT 2121 Retiree Chapter membership at a regular or special General Membership meeting.

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- B. Temporary or Ad Hoc Committees may be created or dissolved by the AFT 2121 Retiree Chapter membership or the AFT 2121 Retiree Chapter Executive Committee. Temporary or Ad Hoc Committees dissolve after one year unless explicitly extended.
- C. The establishment of a committee is effected by the approval of a document specifying:
 - 1. Name of the committee
 - 2. Purpose of the committee
 - 3. Designation of eligibility for committee membership
 - 4. Duties of the committee chair and method for selecting the chair
 - 5. Any other necessary and pertinent information
- D. The AFT 2121 Retiree Chapter may wish to establish standing committees for:
 - 1. Program
 - 2. Membership
 - 3. Legislation
 - 4. Insurance
 - 5. Benefits
 - 6. Social and Cultural
 - 7. Public Relations/Newsletter

X. AFT 2121 RETIREE CHAPTER COMMUNICATIONS

- A. The AFT 2121 Retiree Chapter shall maintain an AFT 2121 Retiree Chapter email account to be used only for official communications with Chapter members.
- B. The AFT 2121 Retiree Chapter Chair shall be responsible for posting from this email address. The Chair may delegate this responsibility to someone else to act as a Director of Communications.
- C. To ensure the privacy of all Chapter members, all emails sent from this account shall have member email addresses hidden or blind copied.
- D. Responses to this email address will be reviewed by the Chair or a Director of Communications and the messages shall be routed to the appropriate member of the Executive Committee.
- E. This email address does not provide a venue for communication between AFT 2121 Retiree Chapter members
- F. If the AFT 2121 Retiree Chapter Executive Committee decides a member-to-member discussion list is appropriate, a discussion list may be created; the Executive Committee shall create a statement of policies and procedures and shall appoint a list moderator.

XI. AFT 2121 RETIREE CHAPTER GENERAL MEMBERSHIP MEETINGS

- A. AFT 2121 Retiree Chapter General Membership meetings shall be held at least three times a year and at such times as designated by the AFT 2121 Retiree Chapter Executive Committee or by a previous General Membership meeting.
- B. Special AFT 2121 Retiree Chapter General Membership meetings may be called by the Chair, at the written request of three Executive Committee members, or at the written request of 10 AFT 2121 Retiree Chapter members in good standing.
- C. The membership shall be notified two weeks in advance of the AFT 2121 Retiree Chapter General Membership meetings. The notice shall include the draft agenda for the meeting and the final agenda will be sent out four days before the meeting. Only items on the final agenda can be voted on at the meeting.
- D. Notice of Special AFT 2121 Chapter General Membership meetings may be given by telephone, email, text, or other electronic communications.
- E. The quorum for a regularly called AFT 2121 Retiree Chapter General Membership meeting shall be the number in attendance. The quorum for a Special AFT 2121 Retiree Chapter General Membership meeting shall be 10 members.

XII. AMENDMENTS TO AFT 2121 RETIREE CHAPTER BYLAWS

Amendments to the AFT 2121 Retiree Chapter Bylaws shall be submitted to the AFT 2121 Retiree Chapter Secretary at the meeting preceding the one at which they will be voted on, and two weeks' notice shall be given to the members with the meeting notice of the next meeting. They must be approved by a majority of AFT 2121 Retiree Chapter members present at a General Membership meeting. Once adopted, the amendments shall become part of the AFT 2121 Retiree Chapter Bylaws.

XIII. PARLIAMENTARY AUTHORITY FOR AFT 2121 RETIREE CHAPTER

Robert's Rules of Order (latest revision) shall govern the AFT 2121 Retiree Chapter, where they are not inconsistent with the Constitution, Bylaws, or Rules adopted by AFT 2121.

Appendix to AFT2121R Bylaws

Elements of Committee Description and Purpose Statement

- I.** Name:
- II.** Purpose of Committee:
- III.** Membership (number and requirements):
- IV.** Committee Chair(s) duties:
- V.** Selection process for Committee Chair(s):
- VI.** Meetings (when, how often):
- VII.** Other particulars:

Fictitious Example 1

- I. Name:** 2022 Picnic Group
- II. Purpose of Committee:** To plan and host a Picnic for AFT 2121 and 2121 R
- III. Membership (number? and requirements):** Active or retired AFT 2121 members and/or their spouses. No limit on the size of this committee
- IV. Committee Chair(s) duties:** Call meetings, set agendas, solicit volunteers
- V. Selection process for Committee Chair(s):** Whoever volunteers to serve as chair or co-chairs
- VI. Meetings (when, how often):** Will meet monthly from April through July on first Monday or another day as determined by the Chair(s)
- VII. Other particulars:** none

Fictitious Example 2

- I. Name:** Benefits Committee
- II. Purpose of Committee:**
 - To advocate for member benefits
 - To provide information to members about benefits
 - To answer questions from members about benefits
- III. Membership (number? and requirements):**
 - Any AFT 2121R member may join
 - The AFT 2121R ombudsman is a member ex officio
 - The Committee will seek to recruit recent retirees and retirees retired from part-time positions in order to be able to draw on current and diverse experiences
- IV. Committee Chair(s) duties:**
 - Schedule, announce the agenda for, and facilitate meetings
 - Maintain the AFT2121R Benefits website
 - Ensure that the pamphlet for new retirees is updated as needed
 - Ensure that the pamphlet is provided to new retirees
 - Ensure that benefits questions are directed to committee members as appropriate

- Communicate with the Chair of AFT2121R and others about benefits issues as needed

V. Selection process for Committee Chair(s):

At the first meeting of each calendar year, the committee elects two co-chairs

VI. Meetings (when, how often)

- The Committee will meet in person at least once a year in January or February to elect the chairs
- Other meetings are arranged by the Co-Chairs as needed and may be conducted electronically.

VII. Other particulars:

The Benefits Committee requires the following from AFT 2121 or AFT 2121R:

- Access to web page(s) dedicated to retiree benefits
- An email account
- Occasional printing

These Bylaws were ratified on

These Bylaws were amended on July 9, 2020