



# RETIRED PUBLIC EMPLOYEES' ASSOCIATION OF CALIFORNIA

CHAPTER \_\_\_\_\_ NUMBER \_\_\_\_\_  
AREA \_\_\_\_\_

## BYLAWS

---

---

### Preamble

Chapter provision for self-government will be in compliance with the pertinent Articles and Sections of the Bylaws of the Retired Public Employees' Association (hereinafter referred to as the "State Association." Any chapter provisions and/or actions in conflict with that document will be null and void.

### ARTICLE I – NAME

Pursuant to a charter granted by the State Association dated \_\_\_\_\_, this organization is established as the \_\_\_\_\_ Chapter (hereinafter referred to as "the Chapter"), number \_\_\_\_\_ of the Retired Public Employees' Association of California.

### ARTICLE II – OBJECTIVES

The objectives of this Chapter will be to support the purposes of the State Association and to be a liaison with all members in the pursuit of maintaining, protecting and improving our benefits.

### ARTICLE III - MEMBERSHIP

**SECTION 1:** There are four (4) classes of membership; *Active, Affiliate, State Associate* and *Chapter Associate* members as defined in the RPEA Bylaws Article III. Active class includes annuitants and beneficiaries per Article III, Section 1 of the State Association Bylaws.

**SECTION 2:** Affiliate, State Associate and Chapter Associate members cannot hold State Office or Area Directorship. Chapter Associate members cannot be delegates to the General Assembly. Affiliate, State Associate and Chapter Associate members shall have all of the rights within this chapter afforded Active members.

**SECTION 3:** Membership may be terminated for: (a) failure to pay dues; or, (b) conduct contrary and detrimental to the principles and purposes of the Chapter and Association.

*(1) A member shall be given ten (10) days notice and a list of charges before the Chapter's Board of Directors recommends disciplinary action. Such member shall have the opportunity to present his/her case before the Board.*

*(2) Two-thirds vote of the Chapter Board is required to recommend to the Association Board to terminate the membership of Active, Affiliate or State Associate members. All reasons on which the Chapter based its vote shall be given to the Association Board.*

*(3) A two-thirds vote of the Chapter Board is required to terminate the membership of a Chapter Associate member.*

**SECTION 4:** (A) Membership forfeited for failure to pay dues may be reinstated upon payment of dues for the full current year. (B) Membership terminated for conduct as specified in the State RPEA Bylaws may be reinstated by a two-thirds vote of the Chapter's Board and if required by the Association's Board.

**SECTION 5:** Active, Affiliate and State Associate members may freely transfer their membership to any other chapter.

#### **ARTICLE IV – DUES**

**SECTION 1:** Dues for Active, Affiliate and State Associate members are set by the State Association.

**SECTION 2:** Chapter Associate dues are established, collected annually and retained by the Chapter. Any amount of Chapter Associate dues in excess of \$10.00 must be approved by the State Association Board. Chapter # \_\_\_\_ Associate dues are \$\_\_\_\_\_.

**SECTION 3:** State Association dues may be paid by twelve (12) equal monthly deductions through CalPERS or paid annually in full to the State Association on the first of the renewal month.

**SECTION 4:** When annual dues are not paid by the first of the renewal month, the member is delinquent and forfeits all voting rights until dues are paid. If the delinquent dues are not paid in full by three months after the last day of the renewal month, the member shall be dropped from membership unless such dues have been waived by the State Association President.

**SECTION 5:** (A) Upon recommendation of the Chapter Board the President of the Association may waive the annual dues of Active, Affiliate and State Associate members. (B) Chapter Associate members' dues may be waived by the Chapter Board.

#### **ARTICLE V – OFFICERS AND ADMINISTRATION**

**SECTION 1:** The elected Chapter Officers shall be President, Vice President, Secretary and Treasurer. All standing committee chairs shall be appointed by the President and approved by the Board. They shall serve for a term of \_\_\_\_ year(s) and assume office at the \_\_\_\_\_ meeting.

**SECTION 2:** (A) The Board of Directors (hereinafter referred to as the Board) shall be composed of the elected Officers, the Immediate Past President, the elected Directors

at large (if applicable) and all chairs of the standing committees. Possible committees are: Legislation, Membership, Sunshine, Facilities, Health, or any other committee deemed necessary. (B) The Board shall carry out the policies and the business of the chapter.

**SECTION 3:** Delegate(s) to General Assembly shall be elected or appointed by the Board and or the Membership at a regular meeting (be specific). The Chapter may have one or more alternate delegates as per the State Association Bylaws, Article V, Section 5. The name(s) of the delegate(s) and alternate(s) shall be reported to Headquarters 90 days preceding General Assembly.

## **ARTICLE VI – ELECTIONS AND APPOINTMENTS**

**SECTION 1:** In the month of \_\_\_\_\_ the Board shall appoint a Nominating Committee of two or more members, to be chaired by the Immediate Past President or designee.

**SECTION 2:** The Nominating Committee shall obtain at least one candidate for each elected position in the Chapter. Each candidate must have stated a willingness to serve if elected.

**SECTION 3:** The Nominating Committee shall make its report at the meeting in the month of \_\_\_\_\_ when elections shall be held. At that time, nominations may be made from the floor.

**SECTION 4:** (A) If there are two or more candidates for any one office, the elections shall be by ballot. The candidate receiving the majority vote shall be elected. (B) If no candidate receives the majority vote on the first ballot, the candidates receiving the lesser number of votes than the top two will be removed from the ballot before the second balloting. (C) In case of a tie vote, a second ballot shall be taken; and, if still tied, the winner shall be drawn by lot from among those tied. (D) When there is only one candidate for a position, such candidate shall be declared elected by acclamation.

**SECTION 5:** The outgoing or incoming President or a designee shall arrange for the installation of the newly elected officers.

**SECTION 6:** (A) A vacancy in the position of President shall be filled by the Vice President. (B) Vacancies in all other positions shall be filled for the remainder of the unexpired term by the President with confirmation by the Board.

## **ARTICLE VII – DUTIES OF OFFICERS**

**SECTION 1:** The President: (a) sets agendas, with input from the secretary and the Board, (b) presides at all meetings of the membership and the Board; (c) is the Chair of the Board and also the Executive Officer of the Chapter; (d) appoints all Committee Chairs with confirmation by the Board; (e) is authorized to co-sign checks; (f) is an Ex-Officio member of all Committees except the Nominating Committee; and, (g) is a

Chapter delegate to the General Assembly; (h) appoints ad hoc committees for specific issues.

**SECTION 2:** The Vice President shall: (a) serve in the absence of the President or at the request of the President; (b) assume the office and duties of the President in the event a vacancy occurs; (c) be authorized to co-sign checks; and, (d) perform such other duties as may be assigned by the President or the Board.

**SECTION 3:** The Secretary shall: (a) keep the minutes of all membership and Board meetings; (b) conduct all the correspondence of the Chapter as requested by the President and the Board; (c) notify all members of regular and special meetings; (d) handle the necessary procedures of membership transfers; and, (e) notify the Association as soon as possible of all Officers and Committee Chairs elected or appointed, and Delegates and Alternate Delegates, giving such information as may be required by the Association.

**SECTION 4:** The Treasurer shall: (a) keep an accurate account of the fiscal transactions of the Chapter, including accounts of assets, receipts and disbursements; (b) deposit all Chapter funds into a depository as designated by the Board; (c) co-sign the checks, drafts or other payments of monies, notes or other evidence of indebtedness issued in the name of the Chapter; (d) make regular fiscal reports to the membership, the Board and to the Association as it may require; (e) have the Chapter's fiscal records available for inspection at all reasonable times.

**SECTION 5:** Board members shall: (a) assist the Officers in their deliberations and in the management of the business of the Chapter; and, (b) perform such other duties as may be assigned to them by the President.

**SECTION 6:** The Immediate Past President shall: (a) be advisor to the Board; (b) perform such other duties as may be consistent with his/her position on the Board; and, (c) chair the Nominating Committee.

**SECTION 7:** Delegate(s) shall attend all General Assembly meetings and vote on the business at the General Assembly when in session or when conducted by mail between sessions of the biennial General Assembly.

**SECTION 8:** The Alternate Delegate is authorized to act on behalf of the Delegate in the latter's absence or replacement.

## **ARTICLE VIII- COMMITTEES**

**SECTION 1:** The Standing Committees may be Legislation, Membership, Program, Publicity, Sunshine, Telephone Tree and other committees as needed.

**SECTION 2:** (A) The Chair of each committee, with the approval of the Board, may appoint additional members as may be needed for the proper functioning of the committee. (B) Committee members shall serve for \_\_\_\_\_ year(s) and may be reappointed.

**SECTION 3:** The Legislative Committee shall keep itself and the membership apprised of local, state and federal legislation that has a bearing on the retirement and provisions of health care of chapter members.

**SECTION 4:** The Membership Committee shall: (a) actively recruit new members and encourage all Chapter members to assist in the recruiting effort; and (b) encourage the renewal of Chapter membership.

**SECTION 5:** The Program Committee shall arrange for programs of interest to the membership within the objectives of the Retired Public Employees' Association of California.

**SECTION 6:** The Publicity Committee shall endeavor to place notices of Chapter meetings and other publicity about the chapter and the Association with all the various local news media.

**SECTION 7:** The Sunshine Committee shall send cards to Chapter members or family members on appropriate occasions.

**SECTION 8:** The Telephone Tree Committee shall be organized to call Chapter members. The Committee can be called into action by the President for urgent Chapter and RPEA business.

#### **ARTICLE IX - MEETINGS**

**SECTION 1:** Membership meetings shall be held (at least 4 times a year) in the months of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ at a time and place to be determined by the Board and or members. Chapter members shall be notified at least ten (10) days prior to any meeting.

**SECTION 2:** The Board shall meet in the months of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ at a time and place set by the Board.

**SECTION 3:** (A) Special membership meetings may be called by the President or by \_\_\_\_\_ members. (B) Special Board meetings may be called by the President or by \_\_\_\_\_ members. (C) Special meetings require ten (10) days written notice and are limited to consideration of the items specified in the call.

**SECTION 4:** (A) The quorum of any membership meeting shall be a majority of the members present or the majority of the average attendance at a membership meeting. (B) The quorum of the Board shall be the majority of the Board members.

#### **ARTICLE X - FINANCES**

**SECTION 1:** The funds of the Chapter shall be kept in such financial institution as the Board shall specify. Signatories for chapter accounts shall not be related by blood or marriage.

**SECTION 2:** The Board, under the guidance of the Treasurer, shall annually prepare a budget which shall be approved by the members at a membership meeting. The budget shall be effective from November 1 through October 31 which shall be the Chapter's fiscal year.

**SECTION 3:** (A) The Board may expend funds to pay Chapter expenses not to exceed \_\_\_% of the budgeted amount. (B) If the expenditure will exceed the budgeted amount by that sum, or if the expenditure is not budgeted, the Board shall first obtain the approval of the members at any membership meeting. (C) Neither the President, the Board, the membership nor any member may spend or commit funds in excess of the amount in the Chapter's treasury.

**SECTION 4:** Immediately after the end of the fiscal year, October 31, the Board shall have the books and all financial records reviewed. Such review shall be available for members' inspection.

**SECTION 5:** The chapter shall submit an annual financial report to the State Association Secretary/Treasurer by December 15. The report shall contain the signatories on all bank accounts held by the Chapter.

#### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

**SECTION 1:** The parliamentary rules of order contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern, except where superceded by the State Association Bylaws, these Chapter Bylaws and the written policies of the State Association and this Chapter.

**SECTION 2:** Neither the Chapter nor its members may solicit contributions, communicate any recommendation or endorsement in the name of the State Association, endorse or oppose state legislation, or initiate litigation without prior approval of the State Association Board of Directors.

#### **ARTICLE XII – AMENDMENTS**

These Bylaws shall be adopted, amended or repealed by new Bylaws adopted by a 2/3 vote at any membership meeting provided that the action has been submitted in writing at a previous regular meeting or through the call to the meeting and become effective upon the approval of the State Association Board.