

## **BYLAWS**

### **Retired Members Committee (also known as 500 Forever) SEIU Local 500**

#### **Article I – Name**

The name of the organization shall be Retired Members Committee, also known as 500 Forever, which shall be referred to as the “Committee” or “500 Forever,” interchangeably throughout this document. SEIU Local 500 shall be referred to as the “Local” throughout this document.

#### **Article II – Purpose**

500 Forever is a subdivision of the Local established for the purpose of representation of its members, and to improve the lives of working people and their families before and after retirement, as set forth in and in accordance with the Local’s Bylaws.

#### **Article III – Membership**

Section 1. Eligibility for membership is defined in the Bylaws of the Local and is maintained as long as dues are current.

##### Section 2.

**(a)** Committee dues shall be set by the Committee subject to approval by the Local’s Executive Board, in accordance with the Constitution and Bylaws of SEIU Local 500.

**(b)** A proposal to modify the dues must be announced in a meeting agenda published a minimum of fifteen (15) days in advance of the meeting to discuss modifying the dues. Any change approved at the meeting must be ratified by a vote of the membership of the Committee.

Section 3. Resignation is by letter addressed to the Committee, or assumed by nonpayment of dues.

#### **Article IV – Committee Officers**

Section 1. The officers of the Committee shall be the President, the Vice President and the Secretary-Treasurer.

Section 2. Each officer must be a member in good standing of the Committee to be a candidate for and serve as an officer.

Section 3. Nomination Procedure, Ballot Election, and Time of Elections.

(a) Committee elections shall be in compliance with the Local's and the Committee's Bylaws. Committee representatives shall be elected by a direct mail secret ballot every odd-numbered year, unless alternative on-line procedures are approved by the membership. No member shall be a candidate for more than one position at a time.

(b) The Committee's President shall appoint, subject to approval by the Committee's Executive Committee, a Nominating/Elections Committee no later than August 15 of each odd-numbered year. No member of the Nominating/Elections Committee shall be a candidate for any elected position in the Committee.

(c) The Nominating/Election Committee shall review the ballots, certify the election results, and perform any other task required for conducting Committee elections. Nominations shall be open for a period not less than three weeks between August 15 and September 30 of odd-numbered years, and shall be by written communication to the Election Committee during the Nominations period. Nominees must express in writing their consent to be a candidate.

(d) A ballot shall be sent to voters by October 15 and are due by November 15. The Committee shall tabulate the votes and send the names of the winning candidates to the Committee's Executive Committee and the Local's Headquarters Office by November 30. The Committee's Executive Committee shall notify all candidates of the election results. The newly elected representatives shall be installed and sworn in by January 1.

(e) Election procedures referring to mail may be conducted by online communications and voting if approved by a majority of the Committee members.

Section 4. Term of Office. The Committee's officers shall be elected by secret mail or online ballot of the membership, to serve for two years. These officers shall perform the duties prescribed by these Bylaws and by the current edition of Robert's Rules of Order Newly Revised. The Committee President will also be the non-voting member of the Executive Board of the Local for the two-year period provided in the Local's Bylaws.

Section 5. Elected Position-Holding Limitations. No member shall hold more than one elected position at a time.

Section 6. Term Limits. There shall be no term limits for Elected Committee Officers.

Section 7. Vacancies. The Vice President shall assume the duties of the President for the remainder of the current term in the event of the death, incapacity, resignation, loss of membership, or removal of the President. When any other vacancy occurs in a Committee Officer position, a replacement shall be appointed by the Committee President, subject to approval by the Executive Committee, to serve out the remainder of the current term until the next statewide Local election.

Section 8. Founding Committee. The Founding Committee consists of the six original members who have been serving as the Planning Committee and who were responsible for conducting

the initial Committee elections. These original officers shall serve through December 31, 2023. Thereafter, the officers will be elected by direct mail secret-ballot as required by these bylaws.

### **Article V – Duties of Committee Representatives**

Section 1. The President shall preside over all meetings of the Committee. The President shall also serve as a non-voting- member of the Executive Board of the Local.

Section 2. The Vice President shall, in the absence of or at the request of the President, perform the duties of the President, and, in the absence of the President, serve as a non-voting member of the Executive Board of the Local.

Section 3. The Secretary-Treasurer shall record the minutes of all Committee and Executive Committee meetings. The Secretary-Treasurer shall prepare an annual fiscal year budget, to be approved by the membership, and submitted to the Local. The Secretary-Treasurer shall maintain the financial records of the Committee. All requests for disbursement of funds shall be made to the Local in care of the Secretary-Treasurer of the Local. Disbursements shall be in compliance with the Bylaws of the Local.

### **Article VI – Executive Committee**

The Executive Committee of the Committee shall consist of the President, Vice President, Secretary-Treasurer and the chairs of the standing committees. The immediate Past President shall serve as a non-voting ex-officio member of the Executive Committee. The Executive Committee shall transact Committee business between regular meetings of the Local. The President may call special meetings of the Executive Committee.

### **Article VII – Committees**

Standing or special committees shall be appointed by the President as the Committee or the Executive Committee shall from time to time deem necessary, in order to carry on the work of the Committee. Chairs and members of these committees shall be appointed by the President, with the approval of the Executive Committee. The President of the Committee shall be an ex-officio member of all committees.

### **Article VIII – Retired Members Committee Meetings**

Section 1. The Retired Members Committee shall meet three times each year.

Section 2. Suggested agenda items for Committee meetings are

- Report from the Local
- Political update
- Activities of the Local
- Community outreach

### **Article IX – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, standing rules, and/or any special rules of order the Committee may adopt.

### **Article X – Amendment of Bylaws**

Section 1. A motion to amend or replace these Bylaws must be submitted to the Retiree Membership for approval by means of a mailed or electronic secret ballot, as designated by the Executive Committee. A simple majority vote of the returned ballots is required for adoption of the motion.

Section 2. In accordance with the Local’s Bylaws, any portion of the Committee’s Bylaws in conflict with the Bylaws of the Local or with any resolution approved by the Executive Board of the Local shall be void.

Section 3. The Committee shall ensure that the substance of any proposals to amend the Committee’s Bylaws be consistent with the Local’s Bylaws.