

By-Laws of the Retirees' Chapter AFT Local 2373 Rowan University

Article I Name

The name of this organization shall be the AFT Local 2373 Retirees' Chapter at Rowan University, referred to herein as the Chapter.

Article II Affiliation

The Chapter shall serve as a constituent unit of the AFT Local 2373 at Rowan University referred to herein as Local 2373.

Article III Objectives

The objectives of the Chapter shall be as follows:

Section 1. To support the aims, goals and objectives of Local 2373.

Section 2. To formulate and implement programs that will advance the best interests of Chapter members as follows:

2.1 To promote membership in the Chapter of eligible retirees as defined in Article IV of these by-laws.

2.2 To formulate and advocate programs that will advance the best interests of Chapter members, especially in such matters as pension, annuities, social security, health benefits and fair taxation.

2.3 To assist any Retirees' Chapter member experiencing problems with retirement plans or other benefits.

2.4 To foster members' social, cultural, educational and civic pursuits.

2.5 To promote cooperation with other organizations with which the Chapter has mutual interests.

2.6. To provide financial support for worthy Rowan students through activities consistent with our organization.

Article IV Membership

Section 1. All members of Local 2373 including adjunct or other part-time members may, upon retirement, become members of the Chapter.

Section 2. Administrators who were formerly members of Local 2373 may join the Chapter subject to the formal approval at a membership meeting of the Chapter.

Section 3. Consistent with National AFT regulations and provisions of the Local 2373 Constitution, membership in the Retirees' Chapter is not open to employees who did not join Local 2373 prior to retirement.

Section 4. Membership in the Retirees' Chapter of Local 2373 is available for anyone who retired in good standing from any other AFT Local.

Section 5. Associate Membership

5.1 The Retirees' Chapter offers associate membership to the spouse or surviving spouse of members in Local 2373 or the Local 2373 Retirees' Chapter.

5.12 The domestic partner of a Local 2373 Retiree Chapter Member can be offered associate membership.

5.2 Dues for Associate Members will be 80 percent of the dues for Chapter members.

5.3 Rights of Associate Members

5.31 Associate members may participate and vote in all Chapter general meetings and Chapter general elections.

5.32 Associate members may serve on Chapter Committees.

5.33 Associate members will receive all Chapter mailings

5.34 Associate members are included in any invitation extended to the Chapter for social events sponsored either by Local 2373 or by any office or department of Rowan University.

5.4 Associate members are not eligible to serve as officers of the Retirees' Chapter or its Executive Committee.

Article V Dues and Expenditures

Section 1. New members of the Chapter will be charged no more than 50 percent of the dues for Chapter members.

Section 2. The annual Chapter dues will be proposed by the Chapter's Executive Committee before the first meeting of a new Fiscal Year and shall be based upon a financial report submitted by the Treasurer and distributed to the membership. New members joining after January 1 will be considered members in good standing for that Fiscal Year and the following Fiscal Year.

Section 3. The dues will be subject to approval by the membership at a general meeting, with this exception: any members who can't attend may vote by email or USPS, providing that their communication is received by the day before the general meeting.

Section 4. The Treasurer shall set up a checking account permitting the Treasurer, the President and the Executive Vice President to make deposits and sign checks.

4.1 The Treasurer can sign all checks for approved expenditures up to \$300.

4.2 Checks above \$300 for an approved expenditure must be co-signed by two of the following: the Treasurer, the President or the Executive Vice President.

Section 5. An initial annual budget shall be developed and approved by the Executive Committee in its first meeting of a new fiscal year (July 1 – June 30).

5.1 Any new or unapproved expenditure must be approved by a majority of the members present at a monthly Chapter meeting or by at least five (5) members of the Executive Committee.

5.2 No one member can obligate the Chapter to an expense not approved.

5.3 Periodic audits or internal review shall be conducted of the Chapter's checking account and the annual end-of-year Treasurer's report at least once every two years.

Article VI Officers and Executive Committee

Section 1. The officers of the Chapter shall be President, Executive Vice President, Vice President for Political Issues, Corresponding Secretary, Recording Secretary, Treasurer, Communications Coordinator and Program Coordinator. These officers shall constitute the Executive Committee of the Chapter.

1.1 If an office is vacated before the expiration of the elected term, the Executive Committee will appoint an interim officer until the next scheduled election (except for President).

1.2 Past Presidents of either Local 2373 or the Chapter who are members in good standing of the Chapter and who hold no other elected office in the Chapter shall be ex officio members of the Chapter's Executive Committee.

Section 2. Duties of the President

2.1 To administer all affairs and execute all policies of the Chapter.

2.2 To preside at all meetings of the Executive Committee and general membership.

2.3 To appoint members to and establish the function of all committees with the approval of the Executive Committee. To appoint an Archivist with two assistants and to recommend the awarding of lifetime memberships, all with the approval of the Executive Committee.

2.4 To call special meetings of the Executive Committee or the general membership, as needed.

2.5 To assure that an official relationship be maintained with the President of Local 2373, the University President's Office and other Rowan University offices, as needed.

2.6 To fulfill such other duties as the office requires and are consistent with these by-laws.

Section 3 Duties of the Executive Vice President

3.1 To assist the President in developing the agenda and maintaining contacts with the AFT Local, the University President's Office and other Rowan University offices, as needed.

3.2 To carry out the duties of the President, should the President be absent or become incapacitated.

Section 4 Duties of the Vice President for Political Issues

4.1 To provide the Chapter with information on current topics of concern to seniors and educators.

4.2 To assist the President and Executive Vice President in duties as required and requested.

4.3 To chair the Nominations and Elections Committee and to conduct the bi-annual election process (see Article VII).

Section 5. Duties of the Recording Secretary:

5.1 To record the actions of the meetings of the Chapter and to coordinate with the President or other chair of the meeting to ensure the accuracy of the transcription in the official minutes record.

5.2 To maintain his/her own set of minutes of each meeting, apart from the copy maintained in the Chapter's official files.

5.3 To co-chair the Membership Committee to recruit new members and determine the status of former Chapter Members.

Section 6. Duties of the Corresponding Secretary

6.1 To coordinate and administer all mailings from the President, the two Vice Presidents, the Recording Secretary, the Treasurer and the Communications Coordinator in a timely and efficient manner, either email or by the USPS.

Section 7. Duties of the Treasurer

7.1 To keep accurate records of money collected and money owed, expenditures, and balances in both the Chapter's checking account and the Local 2373 Retirees' scholarship funds.

7.2 To develop a finance report for every membership meeting showing both deposits and expenditures.

7.3 To prepare an annual report for the general membership by May 30th each fiscal year to be used by the Executive Committee to develop the annual budget for the next fiscal year.

Section 8. Duties of the Communications Coordinator

8.1 To prepare, in consultation with the President and two Vice Presidents, all publications of the Chapter. The goal of the Chapter should be two newsletters per year and an electronic (password protected) membership directory.

Section 9. Duties of the Program Coordinator

9.1 To organize and administer all special programs offered during general meetings, in consultation with the President and the two Vice Presidents.

Article VII Nominations and Elections

Section 1. The President shall appoint a Nominations and Elections committee composed of three (3) dues-paying members by December 15th of the year preceding the year in which elections are scheduled. The Vice President for Political Issues shall serve as Chair.

Section 2. The Nominations and Elections Committee will propose a slate of officers for election.

Section 3. Any member of the Chapter in good standing is eligible for nomination for office.

Section 4. No member shall hold more than one office in the Chapter at a time.

Section 5. Elections

5.1 At the conclusion of the March meeting, a secret ballot shall be prepared and mailed with the regular March mailing to all members in good standing.

5.2 The chair of the Nominations and Elections committee shall direct that all mailed ballots shall be received in the Local 2373 office by May 1st of the election year.

5.3 Results will be announced after the ballots are counted and accepted at the regular May meeting of the Chapter and will be communicated in the regular May communications of the Chapter.

5.4 Terms of office shall run for two years beginning July 1st of the year in which the officers were elected and concluding June 30th two years later.

Article VIII Meetings and Social Functions

Section 1. The Chapter will hold at least four monthly meetings from September through April of each academic year.

1.1 The President will prepare an agenda and inform members of its contents at least one week prior to the scheduled meeting date; members may propose items for inclusion in the agenda.

1.2 Guests of members are welcome at any meeting as non-participants and may not participate in voting on any issue.

Section 2. Chapter members may be invited to social functions of Local 2373 and the University. The Executive Vice President will confirm all invitations.

Article IX Amendments to This Document

Section 1. Proposed amendments to these by-laws must be submitted in writing to the Executive Committee of the Chapter by at least three (3) members of the Executive Committee or by five (5) members at large.

Sections 2. Such proposed amendments shall be considered at a meeting of the Chapter's Executive Committee following submission.

Sections 3. Following the approval of the Executive Committee, any proposed amendment shall be submitted to the general membership. Voting on the amendment shall be by written ballot. An affirmative vote of two-thirds of those who voted shall be necessary for adoption.

Section 4. Once adopted by vote, the amendment shall become part of the By-Laws upon approval of the Local 2373 Executive Board.

Approved by the Chapter's Executive Committee – March 4, 2026

Approved by Membership – May 8, 2026

Approved by Local 2373 – October 9, 2026