

Retiree Association of Flight Attendants-  
Communication Workers of America

# RAFA-CWA BYLAWS



Organized in 2004  
Organizational Structure Established by AFA-CWA, April 28, 2010  
Bylaws Adopted February 14, 2012  
Amended March 1, 2015  
Amended March 27, 2021  
Amended September 18, 2023  
Bylaws of the

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## Retiree Association of Flight Attendants-CWA Bylaws

### ARTICLE I: NAME

The name of this organization shall be Retiree Association of Flight Attendants-CWA—hereinafter referred to as RAFA.

### ARTICLE II: JURISDICTION

Section 1 RAFA shall serve as a constituent unit of the Association of Flight Attendants-CWA, hereinafter referred to as AFA-CWA.

Section 2 RAFA is and shall be the officially recognized representative of the AFA-CWA retired Flight Attendants.

### ARTICLE III: OBJECTIVES

The objectives of RAFA shall be:

1. To promote membership in RAFA to eligible persons as defined in Article V of these bylaws.
2. To formulate and support programs that will advance the best interests of RAFA members in matters such as pensions, annuities, Social Security and health benefits.
3. To improve the quality of life for both active and retired members of the AFA-CWA.
4. To promote the aims and objectives of the AFA-CWA in matters that pertain to both working members and retirees.
5. To maintain the ties of professional unity between working and retired personnel.
6. To provide opportunities for RAFA members to socialize, a forum for exchanging of information of interest and benefit to retired members, and for the expression of their views.
7. To keep the AFA-CWA informed of the collective needs of retired (RAFA) members.
8. To monitor legislation at the state, national and international levels that may affect RAFA members and to keep RAFA members informed of such legislation.
9. To consult with other organizations that also promote the interests of retired people.

#### ARTICLE IV: GOVERNANCE AND STRUCTURE

Section 1 Governance The governance of RAFA shall be vested in the elected Presidents of each RAFA Chapter who collectively form a RAFA-CWA Executive Board. Meetings will be conducted by the International President.

a. In the event there is only one (1) active RAFA Local Chapter the governance of RAFA shall be vested solely in that Local Chapter.

b. Meetings will be conducted by the President of said RAFA Local Chapter.

Section 2 Structure The structure of the Retiree Association of Flight Attendants shall consist of the following:

- a. Retiree Local Chapters
- b. Retiree Executive Board

#### ARTICLE V: MEMBERSHIP

Section 1 Membership shall be open to all retired flight attendants.

Section 2 Non-voting Associate Membership in RAFA may be accepted from friends, family members, active flight attendants, and other supporters.

Section 3 The transfer of membership from a RAFA Chapter to the jurisdiction of another RAFA Chapter shall be granted without payment of any fees if the individual's membership is in good standing.

Section 4 Membership records of RAFA shall be kept in accordance with the AFA-CWA record keeping. Each local Chapter shall be responsible for updated and accurate local membership records. The records of all Chapters shall be coordinated yearly.

Section 5 Membership eligibility in RAFA shall be determined without regard to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity and gender expression.

#### ARTICLE VI: DUES AND RAFA FUNDS

Section 1 The amount of RAFA dues shall be established, changed or retained by the RAFA Executive Board subject to the vote of RAFA membership.

Section 2 Yearly membership dues will be solicited from each member and the funds will be held in an International Master Account with sub-accounts for each local Chapter.

Section 3 Expenses drawn on RAFA accounts shall be authorized by the RAFA Chapter President, recorded by the International Treasurer, and reported to the members on a quarterly basis.

Section 4 Any Chapter shall have the right to engage in other forms of fundraising, including for Flight Pac, subject to the approval of the RAFA Executive Board.

#### Section 5 International Account

a. Each Chapter shall donate a specified amount per member yearly to an international account. The RAFA Executive Board shall determine the designated amount in the third quarter of each year. All remaining funds in excess of this International per capita contribution shall be recorded in each Local Chapter's sub-

account for use by that Local Chapter for their activities and expenses.

b. In the event there is only one (1) RAFA Local Chapter there shall be no International Account.

## ARTICLE VII: CHAPTER OFFICERS

Section 1 The Officers of the RAFA Local Chapters may be a President, Secretary and Treasurer or Secretary/Treasurer.

Section 2 The Officers shall be, at a minimum, a President and Secretary-Treasurer.

### Section 3 Elections

- a. The length of term of office shall be for three (3) years or until their successors have been duly elected and installed.
- b. No officer shall serve more than two (2) terms in succession without the approval of the majority of the members of the Local Chapter who participate in the vote.
- c. The officers of RAFA Local Chapters shall be nominated and elected in accordance with policy manuals of the Local Chapters. Any member in good standing may run for office.
- d. Each RAFA member in good standing shall be entitled to one (1) vote.
- e. Ballots and election records shall be preserved for the length of the term.
- f. At the close of their official term, outgoing officers shall deliver to their successors in office, all books, papers, and other property of the chapter that may be in their possession.
- g. Newly elected officers shall assume their positions in accordance with chapter policy manuals.
- h. Officer training shall be reviewed and available upon request.

### Section 4 Vacancies

- a. If the office of President becomes vacant, the Secretary or Secretary/Treasurer shall serve as President for the remainder of the term of office.
- b. All vacancies of the offices of Secretary and Treasurer or Secretary/Treasurer between regular elections shall be filled by appointment by the President of the RAFA Local Chapter
- c. Office holders of Secretary and Treasurer are eligible to move into a vacated, Secretary or Treasurer position with the appointment by the President.

### Section 5 Duties of Officers

- a. President:
  - 1. Administer the affairs and execute the policies of the organization,
  - 2. Preside at all local meetings,
  - 3. Represent the Local RAFA Chapter to outside groups,
  - 4. Establish new committees as necessary, appoint members to any needed committees and serve as an ex officio member of all committees,
  - 5. Call regular and special meetings of local officers and the general membership,
  - 6. Fulfill other duties as the office requires, and as are consistent with the bylaws of RAFA and the AFA-CWA constitution and bylaws.
- b. Secretary
  - 1. Record and keep the minutes of all officer meetings, general membership, and special meetings,
  - 2. Disseminate pertinent information to the general membership, including notification of meetings,
  - 3. Preserve election records,
  - 4. Be responsible for correspondence,
  - 5. Keep an official file of all RAFA matters.
- c. Treasurer
  - 1. Shall be the custodian of the assets of RAFA local chapter,
  - 2. Report at each meeting the financial status of RAFA local Chapter,
  - 3. Cause the payment of all bills approved by the President and/or the Executive Board,
  - 4. Fulfill any duties related to financial matters,
  - 5. Write and sign checks with officers' approval.
- d. If a Chapter has a Secretary/Treasurer Position, this Officer will perform the duties of both Secretary and Treasurer.

#### ARTICLE VIII: EXECUTIVE BOARD

##### Section 1 Composition

- a. The Executive Board shall consist of the RAFA Local Chapter Presidents.
- b. In the event there is only one (1) RAFA Local Chapter, the Executive Board shall consist of the Local Chapter elected officers and one non-elected member of the Local Chapter appointed by the President with the majority approval of the members of the Local Chapter who participated in the vote.
- c. The International Officers shall be ex officio members of the Executive Board unless they are also elected Presidents of RAFA Local Chapters.

- d. Each voting member of the Executive Board shall have one (1) vote.

## Section 2 Duties

- a. The Executive Board shall deliberate upon all matters referred to it by RAFA and other matters coming to its attention for the good and welfare of RAFA and report as soon as possible its recommendations to RAFA.
- b. The Executive Board shall approve all standing committees and special committees appointed by the President.
- c. The Executive Board shall interpret RAFA bylaws.
- d. The Executive Board shall make policy recommendations for consideration by the general membership.
- e. The Executive Board shall plan the agenda for all RAFA Executive Board meetings.
- f. At the direction of the Executive Board, the International Treasurer or Secretary/Treasurer shall prepare and present a yearly budget and act upon non-budget expenditures as may be required.
- g. The Executive Board shall cooperate with the officers and retirement committee of the AFA-CWA to improve retirement benefits for all members.
- h. The Executive Board shall vote in the Representative Election for the AFA-CWA seats on the CWA Retired Members Chapter Board of Directors (RAFA Seats).
- i. The Executive Board shall receive regular reports from the designated RAFA representatives to the CWA Retired Members Chapter and shall give directions to those representatives on behalf of the members of RAFA.

## Section 3 Executive Board Meetings

- a. The Executive Board shall meet, when possible, at least quarterly to transact any business referred to it. The meetings may be in person, conference call or virtual.
- b. The Executive Board President may call a special meeting by notifying all members of the board. The President shall call a special meeting at the request of a majority of the members of the Board.
- c. The International President will coordinate the meetings and act as spokesperson for the Executive Board.
- d. In the event there is one (1) RAFA Local Chapter, the President of the Local Chapter shall coordinate the meetings and act as spokesperson for the Executive Board.

e. An accurate record of the proceedings of the Executive Board shall be maintained by the International Secretary or Secretary-Treasurer.

f. In the event there is only one (1) RAFA Local Chapter, the Secretary or Secretary-Treasurer of the Local Chapter shall maintain an accurate record of proceedings of the Executive Board.

g. A majority of the Executive Board voting members shall constitute a quorum for Executive Board meetings.

#### ARTICLE IX: International Officers

Section 1 The officers of RAFA shall be the International President and International Secretary and Treasurer or Secretary/Treasurer.

a. The officers of RAFA shall be at a minimum the International President, Vice President and Secretary/Treasurer.

b. In the event there is only one (1) RAFA Local Chapter, the Local Chapter Officers will serve as President, Vice President, Secretary and Treasurer or Secretary-Treasurer.

Section 2 Members of RAFA who have been active members for at least one year immediately preceding nomination shall be eligible for International Office.

Section 3 The International Officers shall be elected by the Executive Board with a majority vote in the month of January of each election year.

#### Section 4 Duties

a. International President.

1. The International President shall be the chief administrator and head of RAFA.

2. The International President shall supervise the affairs and functions of RAFA and shall coordinate its activities.

3. The International President shall be responsible for and supervise the managerial functions within RAFA.

4. The International President shall carry out the policies of the Executive Board and serve as Chairperson of the Executive Board Meetings.

5. The International President shall consult with and be assisted by the International Vice President, Secretary and Treasurer or Secretary/Treasurer, and any other appointed officers, in furthering the objectives of the Executive Board.



6. The International President shall be the official spokesperson for RAFA and may authorize other counsel or agents of RAFA to speak for RAFA in her/his place.

b. International Vice President

1. If an International Vice President is elected, she/he shall function under the jurisdiction of the International President in carrying out the policies of the Executive Board.

2. The International Vice President shall assist the International President by performing duties that may be specifically assigned to the International Vice President by the International President.

3. The International Vice President shall perform the duties of the International President in the International President's absence.

c. International Secretary

1. The International Secretary shall be directly responsible to the International President and shall be held accountable to the Executive Board.

2. The International Secretary shall be charged with keeping the general records.

d. The International Treasurer shall be charged with the efficient administration of financial and fiscal policies of RAFA as set forth.

e. If the International has a Secretary/Treasurer Position, this Officer will perform the duties of both Secretary and Treasurer.

Section 5 Term of Office

a. The regular term of office for the International Officers of RAFA shall be three years and shall commence on February 1.

b. The term of office for International President, if elected as a result of a vacancy, shall be for the balance of the unexpired term and shall commence immediately upon election.

c. The term of office for International Vice President, if elected as a result of a vacancy, shall be for the balance of the unexpired term and shall commence immediately upon election.

d. The term of office of the International Secretary or Secretary-Treasurer, if elected as a result of a vacancy in the office for any reason, shall be for the balance of the unexpired term and shall commence immediately upon election.

Section 6 Vacancy in Office

a. When a vacancy in the office of International President occurs, such vacancy shall be filled by the International Vice

President for the remainder of the term or until an election to fill the position produces a successful candidate.

b. When a vacancy in the office of International Vice President occurs for any reason, within thirty (30) days from the date the vacancy occurs, the President will appoint an active member to serve in said office. Pending the Executive Board's ratification, the appointee or that person's successor shall continue to serve as the Acting International Vice President.

c. When a vacancy occurs in the office of International Secretary, Treasurer or Secretary-Treasurer, within thirty (30) days from the date the vacancy occurs, the International President will appoint an active member to serve said office. Depending on the Executive Board's ratification, the appointee or that person's successor shall continue to serve as the International Secretary-Treasurer.

d. In the event that all three offices become vacant the President of the largest RAFA Chapter shall immediately cause a special Executive Board meeting to be called for the purpose of electing said Officers.

#### Article X: RECALL

##### Section 1 Recall of Local Chapter Officers

a. Recall Petition must be signed by fifteen percent (15%) of Local Chapter members in good standing and presented to the Local Chapter Officers. A special membership meeting with the single agenda item of the recall shall be called to act upon a recall petition.

b. The petition must be passed by a majority of the established quorum present and voting at the Local Chapter meeting to enable a secret recall ballot to be sent to the membership of RAFA.

c. The recall ballot shall be sent by USPS to all members in good standing along with the minutes of the special membership meeting.

##### Section 2 Recall of International Officers

a. Any International Officers may be recalled & removed from office by action of the executive board.

b. For purposes of a recall of the International Officers a quorum shall consist of 75% of the members of the executive board.

c. A majority of the quorum is needed to recall any International Officer.

d. In the event there is only one (1) RAFA Local Chapter, the recall procedures shall be under Article X, Section 1.

## ARTICLE XI: COMMITTEES

### Section 1 Executive Board and Local Chapter Committees

a. RAFA may have the following standing committees:

1. Nominating/Elections
2. Organizing/Membership
3. Legislative/Political
4. Audit
5. Community Services/Social Activities
6. Pensions and Benefits
7. Bylaws
8. Travel

b. The International President, local Chapter Presidents or the RAFA membership may authorize special committees when deemed necessary to carry out the work of RAFA.

c. Members of the Executive Board Committees shall be appointed by the International President with the approval of the RAFA Officers, subject to the right of the RAFA Membership to overrule such appointments.

d. Members of the Local Chapter Committees shall be appointed by the Chapter President with the approval of the other Chapter Officers, subject to the right of the RAFA Chapter Membership to overrule such appointments.

e. A majority of the committee members shall constitute a quorum for committee meetings.

f. Local Chapter officers may be assigned to supervise one (1) or more of the Executive Board Committees.

g. The International President shall be an ex officio member of all Executive Board committees.

h. Chapter Presidents shall be an ex officio member of all Chapter committees.

## ARTICLE XII: MEMBERSHIP MEETINGS

Section 1 Regular meetings may be held on a quarterly basis, when possible, or as often as desired by the local Chapter members. The Local RAFA Officers will set the meetings with a minimum 15-day notice to members for regular meetings. Meetings may be in person, conference call or virtual.

### Section 2 Special Meetings

a. Additional meetings may be called by the President with the agreement of the Local Officers or by approval of the membership at an official meeting.

b. Members shall be notified by U.S. Mail, electronic mail or other appropriate methods at least 48 hours before special meetings are to be held.

Section 3 Attendance and Quorum. At regular or special meetings of a Local Chapter, the active members in good standing who remain in attendance shall constitute a quorum for the transaction of business, except that any special meeting, called verbally or on less than twenty-four (24) hours' notice, a quorum shall consist of twenty percent (20%) of the active members of that Chapter.

#### ARTICLE XIII: RULES

All meetings and other business of RAFA shall be conducted under the rules of the AFA-CWA. On questions where the rules do not clearly apply, The Standard Code of Parliamentary Procedure by Alice Sturgis shall govern.

#### ARTICLE XIV: AMENDMENTS TO BYLAWS

Section 1 Amendments to these bylaws shall be proposed by a majority of the RAFA Executive Board in writing at least thirty (30) days before the amendment vote and to the general membership at least fifteen (15) days before the amendment vote.

Section 2 A member's proposed amendment must be submitted in writing to the RAFA Executive Board for their consideration.

Section 3 A proposed amendment to the bylaws shall be considered at the next regularly scheduled business meeting following notice to the general membership.

Section 4 Approval of amendments requires a majority vote of the members in a duly constituted quorum and is subject to approval by RAFA-CWA Executive Board.

#### **Amended September 18, 2023**

*RAFA-CWA Bylaws Committee*

Gayle Hardt, *Chairperson*

Ronn Brunelle

Marian Bruns

Patricia Friend

Charles Einloth

Karen Kitt

Jim Wesser

# Previous RAFA-CWA Bylaws

## **Amended March 27, 2021**

*RAFA-CWA Bylaws Committee*

Gayle Hardt, *Chairperson*

Ronn Brunelle

Marian Bruns

Karen Kitt

Jim Wesser

## **Amended March 1, 2015**

*RAFA-CWA Bylaws Committee*

Gayle Hardt, *Chairperson*

Marian Bruns

Martha Casne

Patricia Friend

Karen Kitt

Georgia Nielsen

V. Diane Robertson

## **Bylaws Officially Adopted, Feb 14, 2012**

*RAFA-CWA Bylaws Committee*

Gayle Hardt, *Chairperson*

Kathy Adams

Marian Bruns

Martha Casne

Patricia Friend

Jan Heistermann

Karen Kitt

Georgia Nielsen

Cicina Norton

Carolyn Wood

## **Established as a constituent unit of the Association of Flight Attendants-CWA by unanimous vote of the AFA-CWA Board of Directors, April 28, 2010**

*RAFA-CWA Bylaws Committee*

Gayle Hardt, *Chairperson*

Marian Bruns

Martha Casne

Patricia Friend

Karen Kitt

Georgia Nielsen

V. Diane Robertson

## **June 15, 2004**

*Election/Bylaws Committee*

Georgia Nielsen

Sally Eastland

Ruthie Funk

Margie Nelson

Cicina Norton

Judy Rowe