



**How to Reaffiliate  
At- Large Members:  
A Guide for NYSUT  
Local Leaders**



**The**  **Retiree**

# How to Reaffiliate At- Large Members: A Guide for NYSUT Local Leaders

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# Introduction

The purpose of this handbook is to assist local leaders in returning (reaffiliating) “At- Large” retirees to the membership list of the local from which they retired.

In some cases, when a unit member retires, the local association removes the person from its membership rolls. If a local does not make any provisions for retiree membership, however, NYSUT will not delete the member from state and national membership rolls. An amendment to the NYSUT Constitution, approved by the delegates to the 1991 Representative Assembly, provided for prepaid retiree membership in the state organization. NYSUT will change the retiree’s membership status to that of an “At -Large” member and list the person in its records with a local number ending in 999\*. **In other words, the At-Large (999) retiree maintains membership in NYSUT and AFT but is not affiliated with any local.**

NYSUT would prefer that the local did not remove its retirees but continue to list them on the membership roster as a category 3 (retired). For the local’s convenience, NYSUT will, at the local’s request, list all retirees at the end of the membership roster instead of intermixing the retirees’ names with the names of in-service members.

As you read through this guide you will find a list of advantages to the local, retirees, and to NYSUT, for maintaining retirees on the local’s roster. You will also find a step-by-step guide to aid locals in reaffiliating former members that are currently At-Large members .In addition, sample letters and forms are provided for your convenience.

**Remember: Your Retiree Services Consultant stands ready to assist you and your local in this endeavor.** A directory of Retiree Services Consultants can be accessed by clicking on the link below or typing it in to your browser:

<http://www.nysut.org/members/retirees/about-nysut-retirees-and-retirement>

\*999 is the local number that NYSUT uses to classify individuals not affiliated with any specific local (in other words, those that are “At -Large”). The At -Large member will, however, remain in his/her original Retiree Council (RC). Therefore, if the person is a NYSUT member of a particular RC (let’s say for example, RC 8), then he/she will be listed with a local number of 08-999 (*i.e.*, 01-999, 10-999, 21-999, etc.).

# Why Maintain Retirees on the Local's Roster?

## Advantages to the Local:

- Retirees are **valued and respected members of the community** and can be enlisted to speak, as needed, on educational and union-related issues. As **community ambassadors**, retirees can help promote the needs and positions of in-service members.
- Retirees can be extremely supportive in **electing school board candidates** and in helping to **pass the school district's budget**.
- Retirees are a **valuable resource** and can be called upon to assist with a wide variety of **public relations activities** and **fund-raisers**. Phone banks can be staffed with retirees adding to **the local's political action effectiveness**. And, in situations where picketing is warranted, retirees can increase the numbers on the line.
- **VOTE/COPE contributions** from retirees on the local's membership roster are credited to the local's total, whereas At -Large retirees' contributions are not.
- Retirees have a wealth of knowledge especially about **the local's history** (institutional memory). In grievance arbitration and contract negotiations, retirees can assist in describing the evolution of many contract articles.

## Advantages to the Retirees:

- After many years of service to a school district and local association, retirees want to continue their **involvement in professional issues**.
- **Communication is facilitated** so that retirees can be **kept better informed** of developments in the school district and in the local association.
- The **camaraderie experienced with colleagues** while an in-service unit member can continue in retirement. Periodic breakfasts, luncheons, picnics, and other similar gatherings are favorite social activities for retirees.
- Whatever benefits the local's **contract** provides for retirees **can be better monitored** through continued contact and communication.
- Retirees involved in any of NYSUT's insurance plans through the **Member Benefits program**, must maintain their NYSUT membership. Being listed on the local's membership roster **adds another level of security** to ensure the retiree's eligibility.

- Retirees can be kept even more informed of **legislative developments**.
- Retirees can help **contribute to the political needs** of other retirees, the local association and our state and national unions.

### **Advantages to NYSUT:**

- Having retirees on the local’s membership roster **helps in maintaining a more accurate record** of members. Name and address changes, along with other pertinent information, are more up to date.
- Helps NYSUT (and the local) target specific mailings to a local’s retirees when necessary.

All of the above aspects can be greatly enhanced if the local maintains retirees on the local’s membership roster and has an organized **retiree chapter**. If a retiree chapter does not exist, the local might consider establishing one. NYSUT can offer some resources to assist you in establishing a retiree chapter. For more information please contact your region’s Retiree Services Consultant.

## **So How Does a Local Reaffiliate At Large Members?**

Follow these simple steps:

1. Local first decides that it wants retired members listed on its membership roster.
2. Local president sends a letter to NYSUT Member Records stating that the local is now making provisions for its retirees and requesting that retirees remain on the membership list. “Making provisions for its retirees” generally means that there is at least some mention of retirees’ membership in the local’s constitution or that the local keeps retirees on its membership list. Upon receipt of this notification, all future retirees must now continue their membership within your local.

Remember that NYSUT will, at the local’s request, list retirees at the end of the membership roster (alpha by code), so as not to intermix their names with names of in-service unit members. See sample letter on p. 6.

3. Local then sends a letter to existing retirees explaining that the local now provides retiree membership and asking that each retiree sign an “Affidavit for Reaffiliation” Form. (A sample letter to retirees is found on p. 7. “Affidavit for Reaffiliation” Form is found on p. 8). This letter may be mailed by the local, or mailed by NYSUT for the local at the local’s request.

4. Retiree signs affidavit and returns it to the local. It is suggested that a retiree be designated to receive these forms and that they be collected and submitted, in bulk.

5. Local then sends original signed affidavits to NYSUT Member Records, in bulk,

These retirees will then be reinstated to the local's membership rolls provided that verification exists of previous membership in the local and NYSUT or one of NYSUT's predecessor organizations (New York State Teachers Association - NYSTA or United Teachers of New York - UTNY).

6. Verification of past membership can be accomplished two ways:

a. NYSUT is confident that its membership rolls are accurate from 1983 to the present and will search its records for verification of the person's membership. Prior to 1983 NYSUT may or may not be able to verify one's membership. In that case...

b. The local president may sign the *Past Member Verification Affidavit* form (p. 11) attesting to the fact that the retiree was, in fact, a member of the local and NYSUT or one of NYSUT's predecessor organizations (NYSTA or UTNY).

If you have any questions or if you would like assistance with the reaffiliation process, contact the Retiree Services Consultant in your region or call NYSUT Retiree Services at Headquarters in Latham (1-800-342-9810 ext 6291).

# Sample Letter to NYSUT Member Records

## Print on Local's Letterhead

Date

NYSUT Member Records  
800 Troy-Schenectady Road  
Latham, New York 12110-2455

Dear \_\_\_\_\_:

This letter is to inform you that the (name of local) is now making provisions for its retirees. I, therefore request that all retirees remain on our membership list, effective immediately. I will be contacting our retirees soon asking that they sign the necessary reaffiliation form.

In addition, I would appreciate it if you would list retirees, alphabetically, at the end of the membership roster after the names of our in-service members. If you have any questions, please call me or email me at (\_\_\_\_)\_\_\_\_\_. Thank you.

Sincerely,

\_\_\_\_\_, President

# Sample Letter Inviting Retirees to Reaffiliate with Local

## Print on Local's Letterhead

Date

Dear (name of local) Retiree:

This letter is to inform you that the (name of local) is now making provisions for retiree membership. As a result, we are asking that all retirees, who at one time were members of (name of local) reaffiliate with our local. The advantages of this reaffiliation are enumerated on the accompanying document. (Attach page 3 &4 of this handbook.)

You are currently an "At -Large" member of NYSUT and thus do not pay dues to NYSUT or AFT. Your reaffiliation with (name of local) will not affect your NYSUT membership except as described below. You are still eligible to receive all benefits offered to NYSUT retirees and you will continue to receive information from your Retiree Council. The only change is that you will, once again, be listed on the (name of local) membership roster.

Optional paragraph. To be included only if appropriate:

Please be advised that by electing to reaffiliate with (name of local), you are agreeing to all terms and conditions of the (name of local). Therefore, if (name of local) assesses its retirees dues and you neglect to pay, your NYSUT membership may be in jeopardy.

It would be appreciated if you would fill out the enclosed Affidavit for Reaffiliation Form and return in by (date) to (name and address of retiree contact).

If you have any questions, please call (name of retiree contact) at (retiree contact's phone number).  
Thank you.

Sincerely,

\_\_\_\_\_, President



**AFFIDAVIT FOR REAFFILIATION**

**ATTENTION: NYSUT Member Records**

I am currently an “At -Large” member of NYSUT and wish to reaffiliate my membership with the (name of local).

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Year Retired \_\_\_\_\_

NYSUT Membership # \_\_\_\_\_

Please return this form to (the name and address of the local’s retiree contact person.)



**AFFIDAVIT FOR REAFFILIATION**

**ATTENTION: NYSUT Member Records**

I am currently an “At- Large” member of NYSUT and wish to reaffiliate my membership with the (name of local).

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Year Retired \_\_\_\_\_

NYSUT Memership # \_\_\_\_\_

Please return this form to (the name and address of the local’s retiree contact person.)

## CHANGE OF ADDRESS FORM

**ATTENTION: NYSUT Member Records**

*(Please print all information)*

Name \_\_\_\_\_

NYSUT Membership # \_\_\_\_\_

I am a retired member of (local name) \_\_\_\_\_ and have recently moved. Please change my address.

### Change from:

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

### Change to:

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

**Please return this form to:**

NYSUT Member Records  
800 Troy-Schenectady Road  
Latham, New York 12110-2455

## NOTIFICATION OF A DECEASED MEMBER FORM

### ATTENTION: NYSUT Member Records

*(Please print all information)*

I regret having to inform you that:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Former local \_\_\_\_\_

is deceased. Please make the necessary changes in your records.

Your information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

### **Please return this form to:**

NYSUT Member Records  
800 Troy-Schenectady Road  
Latham, New York 12110-2455



New York State United Teachers

Date:
To: NYSUT Member Records
Re: Past Member Verification Affidavit

I certify that the below named individuals were past members in good standing of our local and therefore, of NYSUT/AFT, or of one of its predecessor organizations, and am requesting that these individuals be reinstated as retiree members of NYSUT/AFT.

Current President's Signature Local Name and #

Please provide all information requested. In some cases, the NYSUT Member Records may contact you because more information may be necessary.

Table with 6 columns: SS or NYSUT #, Full Name, Street, City/State/Zip Code, Rtrmt Yr, NYSUT use only TRS MS. Includes example row for Jane L. Doe at 1246 East Raven Drive, Albany, NY 12205.

