

# **Bylaws – TRTA District V Mid-Jefferson County Retired School Personnel**

## **ARTICLE I: NAME**

This organization shall be called TRTA District V Mid-Jefferson County Retired School Personnel Association, hereinafter, “Local Unit.” It is affiliated with Texas Retired Teachers Association (TRTA).

## **ARTICLE II: OBJECT**

To serve as a local unit in District V of the TRTA; to hold meetings in order to provide programs that are interesting and informative; to promote the professional, economic, intellectual and social well-being of members; to encourage members to give voluntarily of their time, talents, training and experience in the community, state, and nation; to cooperate with TRTA, other local units, associations of active school personnel, and associations of retired persons in solving problems of mutual concern; and to cooperate with TRTA by promoting membership, legislation, projects and programs.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. Classifications**

There shall be two classes of member, Active and Associate.

Active Members shall be any retired school personnel who is an annuitant of, or who is eligible to receive annuity benefits from a Teacher Retirement System, and who pays dues to the Local Unit and TRTA.

Associate Members shall be any person who is interested in education and who pays dues to the Local Unit and TRTA. Associate Members shall have all the rights of membership at the Local Unit level; shall have the right to vote and represent the Local Unit, but shall not have the right to hold office or be a committee chair at the District level; and shall not have the right to be an officer or committee chair and vote or represent the Local Unit at the state level.

### **Section 2. Dues**

Annual dues for both Active and Associate Members shall be thirty-five dollars (\$35) for TRTA membership and ten dollars (\$10) for Local Unit membership. Dues are to be paid before December 31. Any dues paid during the first two months of the calendar year will count toward the next membership year (beginning the following March 1).

**Section 3.** The fiscal year of the Local Unit, District V and TRTA shall begin July 1 and end June 30.

## **ARTICLE IV: OFFICERS**

### **Section 1. Types**

The officers of the Local Unit shall be Active or Associate Members and shall be of two kinds: Elective and Appointive.

- A. Elective Officers shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- B. Appointive Officers shall be Historian and Parliamentarian selected by the President.

### **Section 2. Terms of office**

Elective Officers shall be elected for one year. The term of office shall coincide with the Local Unit's fiscal year. They shall be eligible for reelection for additional terms. Appointive Officers' terms shall coincide with that of the President who appointed them.

**Section 3.** Vacancies occurring in any office shall be filled by the Executive Board.

**Section 4.** Duties of officers

Officers shall perform the following duties and all other duties necessary to fulfill the objectives of this Local Unit:

- A. The President shall preside at all regular meetings, board meetings, and called meetings; appoint all standing committee chairs with the exception of Membership Chair, Public Relations Chair and Nominating Chair; work with all Committees to select committee members; appoint an Historian and Parliamentarian; be an ex-officio member of all committees except the Nominating Committee; and be responsible for awards programs with the advice of the Executive Board.
- B. The First Vice-President shall preside at meetings in the absence of the President or at the request of the President and be chair of the Membership Committee.
- C. The Second Vice-President shall preside at meetings in the absence of the President and First Vice-President; be chair of the Public Relations committee; be Program Chair by selecting suitable and interesting programs for the monthly meeting.
- D. The Secretary shall keep accurate records of proceedings of regular meetings, Board meetings, and called meetings knowing that these minutes are the official records of the Local Unit; read all correspondence to membership at regular meetings; and write "thank you" notes to speakers and/ or performers.
- E. The Treasurer shall collect Local and State dues and deposit money at Mid-County Teachers Credit Union; pay all bills within budgetary limits upon authorization of the President knowing all checks are to be signed by the Treasurer and one other designated person; keep an accurate account of receipts and disbursements; send required records on membership to TRTA in a timely manner; and work with the President on the yearly budget that will be presented to the membership for approval at the September meeting.
- F. The Historian shall maintain a scrapbook that reflects the activities and accomplishments of the Local Unit through pictures, press releases, and other written material.
- G. The Parliamentarian shall be familiar with the Bylaws of the Local Unit; furnish information on parliamentary procedure to the President and members if requested; and see that all meetings are conducted in accordance with Robert's Rules of Order Newly Revised, which is the authority for this Local Unit.
- H. The Immediate Past President shall be Chair of the Nominating Committee.

## **ARTICLE V: NOMINATIONS/ELECTIONS/INSTALATIONS**

**Section 1.** Nominations

The Nominating Committee shall consist of a Chair, who shall be the Immediate Past President, and at least four (4) members who shall be elected by the membership at the regular October meeting. This committee shall make nomination recommendations for the next fiscal year.

**Section 2.** Elections

By the regular January meeting, the Nominating Committee shall submit the name of one member for each elective office. Additional nominations may be made from the floor. A majority shall elect. The election shall be

by ballot except if there is only one nominee for an office, the vote for that office may be by voice or show of hands.

**Section 3.** Installation

Installation of officers shall occur at the regular May meeting. The incoming President shall select the installing officer.

**ARTICLE VI: MEETINGS**

**Section 1.** Regular meetings shall be held on the second Tuesday of each month from September through May.

**Section 2.** Special meetings may be called by the President or by written request of ten (10) members of the Local Unit. The purpose of the meetings shall be stated in the call.

**Section 3.** A quorum at all regular meetings shall be a majority of members present providing due notice is given at the previous regular meeting regarding issues of concern.

**ARTICLE VII EXECUTIVE BOARD**

**Section 1.** The elective officers, Immediate Past President, appointive officers, and all committee chairs shall compose the Executive Board.

**Section 2.** The Executive Board shall attend regular meetings, Board meetings, and called meetings; review the budget as presented by the treasurer; and approve the filling of office vacancies.

**Section 3.** Board meetings shall be held during the summer. Special meetings may be called by the President or a majority of the Board.

**Section 4.** A majority of the Board in attendance shall constitute a quorum providing due notice has been given.

**ARTICLE VIII: COMMITTEES and REPRESENTATIVES**

**Section 1.** The committees of this Unit shall be Standing and Special. Representatives shall represent the Texas Retired Teachers' Foundation and Member Benefits. All committee Chairs and Representatives shall be members of the Local Unit and TRTA.

- A. Standing Committees shall be Membership, Public Relations, and Auditing, Community Volunteer Services, Health Care, Newsletter, Programs/Public Relations, Retirement Education, Yearbook, Hospitality/Refreshments, Protective Services/Memorial/Get Well, Legislative, Nominating, ~~and~~ Children's Book Project, Technology, and Scholarship.
- B. Special Committees shall be Bylaws and others to be established by the President if need arises.
- C. Representatives shall be Texas Retired Teachers Foundation Representative and Member Benefits Representative.

**Section 2.** Duties

Each Standing Committee chair shall make a report of his committee at regular meetings when appropriate, or at the request of the President or Executive Board. Committee Chairs (or their representatives) shall attend District Spring Leadership Development Conference in order to carry out his of office and disseminate information.

- A. Membership Committee shall stimulate and formulate plans to encourage membership in the Local Unit. The First Vice-President shall be Chair.
- B. Program/Public Relations Committee shall devise ways and means of interpreting the ideals and purposes of the Local Unit to other educational groups and to the public. It shall keep the unit informed of civic and educational activities of other organizations. The Second Vice-President shall be chair, though another member may be designated.
- C. Auditing Committee shall consist of three (3) members appointed by the President. The committee shall provide an annual audit report to the Local Unit at the September meeting.
- D. Bylaws Committee shall be charged with the revision or amendment of the Bylaws in accordance with instructions of the local Unit. This committee shall submit its revised Bylaws proposals to the Executive Board for approval before presenting it to the membership for adoption.
- E. Community Volunteer Services Committee shall encourage its members to identify community needs and to develop and execute programs of community service. This committee shall compile the annual volunteer hours of the Local Unit members and send total hours volunteered by members to TRTA by January 31.
- F. Health Care Committee shall work with TRTA Health Care Committee and with AARP Health Advocacy Services to develop and initiate programs for the maintenance of good health in retirees.
- G. Hospitality Committee shall greet members at regular meetings, provide refreshments; organize the "Welcome" luncheon in September and assist at the District Spring Leadership Development Conference.
- H. Protective Services/Memorial & Get Well Committee shall gather and disseminate information helpful in protecting members in personal matters; inform membership of deaths and illnesses and send memorials and get well cards when appropriate.
- I. Legislative Committee shall keep members informed of legislation concerning retired school personnel, specifically the TRTA Legislative Program; inform Local Unit of relevant legislation; and cooperate with other organizations concerning educational legislation as well as legislation for the common welfare of members.
- J. Newsletter Committee shall obtain the President's monthly message to membership; inform membership of pertinent information needed for future participation; type, print, label, and mail newsletter to all members, District V President, and the two (2) Mid-County Superintendents.
- K. Retirement Education/Planning Committee shall develop and sponsor retirement education programs and /or workshops for active and retired school personnel.
- L. Yearbook Committee shall acquire membership list from Treasurer and Membership Committee; obtain current State and District officers and committee chairs; obtain future dates for workshops and conventions; type, oversee printing, and distribution of the yearbooks no later than the October regular meeting.
- M. Nominating Committee shall be chaired by the Immediate Past President and shall draft a slate of elected officers each year which they will recommend to the membership as officers for the following year.
- N. Children's Book Project Committee shall gather appropriate books each year for distribution to elementary students in December.
- O. Technology Committee shall be responsible for maintaining the unit website and shall assist the newsletter committee, the membership committee, and the scholarship committee when necessary.

- P. The Scholarship Committee shall be responsible for soliciting advertisements between October and January each year, which will be featured in the hardcopy and digital forms of the yearbook; distributing scholarship applications to local high school counselors no later than February 15 each year; collecting applications from counselors by March 31 and interviewing applicants, if necessary; selecting recipients based on the adopted scholarship guidelines and notifying school counselors by their deadlines; and presenting the scholarships at the schools' awards programs. Decisions made by the committee shall be based on the scholarship guidelines adopted by the members in January 2017. Proposed changes to the adopted guidelines shall be presented at a meeting at least one month (28 days) prior to the vote to adopt, at which time the changes must receive a majority of the votes cast at the meeting. (Reference Article IX: Scholarship Project for scholarship guidelines.)
- Q. Texas Retired Teachers Foundation Representative shall serve as a liaison between the Local and TRTF, advising members of various grants, scholarships, and programs offered by TRTF which are designed to support members and education in general. He/she will facilitate use of these programs
- R. Member Benefits Representative shall keep members advised of membership special discounts offered by various companies.

#### **ARTICLE IX: SCHOLARSHIP PROJECT**

**Section 1.** The Local unit shall fund a scholarship program by selling ads for the unit yearbook.

**Section 2.** A scholarship in the amount of \$500 or more, depending on ads sold, will be given to a graduating senior from both Nederland High School and Port Neches-Groves High School beginning in the spring of 2017.

**Section 3.** Applications will be distributed to unit members upon request, will be made available in the monthly newsletter, and will be made available through the counselors' offices at both campuses.

**Section 4.** Applications will be distributed no later than February 15 each year and must be completed by March 31 of the same year.

**Section 5.** Applicants will be selected according to GPA and SAT scores, school and community involvement, and financial need. Priority will be given to students who plan to enter the teaching profession and/or to those who are related to a TRTA member, living or deceased, as well as to students who are related to any teacher -- active, retired, or deceased.

#### **ARTICLE X: PARLIAMENTARY AUTHORITY**

**Robert's Rules of Order Newly Revised** shall govern the Local Unit where applicable and not inconsistent with these Bylaws and TRTA Bylaws.

#### **ARTICLE XI: AMENDMENTS**

**Section 1.** The Bylaws may be amended at any regular or called meeting by two thirds (2/3) vote, provided that two (2) weeks prior notice shall have been given. If previous notice has not been given, a nine-tenths (9/10) vote shall be required to adopt. Bylaws become effective immediately upon adoption, unless otherwise stated as a proviso with the proposed amendment.

**Section 2.** These Bylaws shall be amended automatically to comply with TRTA Bylaws.

**Adopted October 1999; Revised November 2017**