

MID-JEFFERSON COUNTY RETIRED SCHOOL PERSONNEL

STANDING RULES

ARTICLE I: NAME

This organization shall be called TRTA District 5 Mid-Jefferson County Retired School Personnel Association, hereinafter, MJCRSP. It is affiliated with Texas Retired Teachers Association, hereinafter referred to as TRTA, to promote the purpose of TRTA and to operate under the TRTA bylaws and policies.

ARTICLE II: OBJECT

To serve as a local chapter in District 5 of 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 chapters, 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

- A. An annuitant or a beneficiary receiving an annuity from a teacher retirement system can become a member of MJCRSP and TRTA upon payment of local dues and state dues.
- B. Any person interested in public education and willing to work to achieve the purposes of TRTA upon payment of local dues and state dues.

Section 2. Privileges

- A. All members can vote and hold office in MJCRSP.
- B. Non-annuitant members shall not be elected as a district officer or serve as a delegate to the House of Delegates.

Section 3. Dues

- A. The annual dues for MJCRSP shall be determined by a vote of the total membership. The total amount shall be comprised of MJCRSP and TRTA dues.
- B. TRTA membership is required to be a local member.
- C. The fiscal year shall be July 1 through June 30. Life TRTA members will pay local dues only.

ARTICLE IV: MEETINGS

Regular meetings shall be held on the second Tuesday of each month from September through May. Special meetings may be called by the President or by written request of ten (10) members of MJCRSP. The purpose of the meetings shall be stated in the call. 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. Meetings may occur via electronic communications media so long as all members can simultaneously hear each other and participate during the meeting

ARTICLE V: OFFICERS

Section 1. Types

Elective Officers shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. 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 MJCRSP'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. 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 4. 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, in which case the vote for that office may be by voice or show of hands.

Section 5. Installation

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

Section 6. Vacancies occurring in any office shall be filled by the Executive Board.

ARTICLE VI: DUTIES OF OFFICERS

Officers shall perform the following duties and all other duties necessary to fulfill the objectives of MJCRSP:

- A. President:** The President shall preside at all meetings of MJCRSP and the Executive Board, authorize the payment of bills according to the yearly budget, appoint chair of all committees, and shall be an ex-officio member of all committees.
- B. First Vice-President:** The First Vice-President shall preside in the absence or at the request of the President. The First Vice-President shall serve as the Membership Committee Chair, maintain membership records, and serve as Volunteer Services Committee Chair.
- C. Second Vice-President:** The Second Vice-President shall preside in the absence of the President and First Vice-President. The Second Vice-President shall serve as the Communications Committee Chair, shall chair the selections of chapter programs, and will chair the Children's Book Project.
- D. Secretary:** The Secretary shall keep accurate minutes of all regular MJCRSP meetings and Executive Board meetings and maintain an archival file of all minutes; read all correspondence to the membership at regular meetings; and write thank-you notes to speakers and/or performers.
- E. Treasurer:** The Treasurer shall have custody of all funds of MJCRSP, collect local and state dues and deposit money at MCT Credit Union; pay all bills within budgetary limits. The Treasurer shall make a budget, keep an accurate record of all financial transactions, assemble materials for the annual audit, and prepare financial reports for regular chapter meetings and Executive Board meetings.
- F. The Historian** shall maintain a scrapbook that reflects the activities and accomplishments of MJCRSP through pictures, press releases, and other material; and shall work with the TRTA Historian when asked.
- G. The Parliamentarian** shall be familiar with the Standing Rules of MJCRSP; 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 MJCRSP.

H. The **Immediate Past President** shall be Chair of the Nominating Committee.

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

Section 1.

The committees of MJCRSP shall be Standing and Special.

- A. Standing Committees shall be Membership, Communications, Community Volunteer Services, Retirement Education, Legislative, and Member Benefits.
- B. Special Committees shall be Audit, Children's Book Project, Facebook, Informative and Protective Services, Healthy Living, Auditing, Standing Rules, Yearbook, Technology, Scholarship, Publicity, Programs, Nominations, Newsletter, Memorials/Member Concerns, Hospitality, TRTF Liaison and others to be established by the President if need arises.

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 the District Spring Leadership Development Conference in order to carry out his/her office and disseminate information.

- A. Membership Committee shall stimulate and formulate plans to encourage membership in MJCRSP. The First Vice-President shall be Chair.
- B. Program Committee shall devise ways and means of interpreting the ideals and purposes of MJCRSP to other educational groups and to the public. It shall keep MJCRSP members 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 MJCRSP at the September meeting.
- D. Standing Rules Committee shall be charged with the revision or amendment of the Standing Rules in accordance with instructions of the state and local members. This committee shall submit its revised Standing Rules 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 MJCRSP members and send total hours volunteered by members to the First Vice President, who will submit the report to the District 5 First Vice President by January 31.
- F. Health Care Committee shall develop and initiate programs for the maintenance of good health in retirees.
- G. Hospitality Committee shall greet members at regular meetings, provide refreshments (if required); organize the "Welcome" luncheon when held, and assist at the District Spring Leadership Development Conference.
- H. Informative and Protective Services shall gather and disseminate information helpful in protecting members in personal matters.

- I. Memorials/Members Concerns shall inform membership of deaths and illnesses and send memorials and get well cards when appropriate.
- J. Legislative Committee shall keep members informed of legislation concerning retired school personnel, specifically the TRTA Legislative Program; inform MJCRSP of relevant legislation; and cooperate with other organizations concerning educational legislation as well as legislation for the common welfare of members.
- K. Newsletter Committee shall publish the President's monthly message to membership; inform membership of pertinent information needed for future participation; prepare and deliver the newsletter to all members, District 5 President, and the two (2) Mid-County Superintendents.
- L. Retirement Education Committee shall develop and present retirement education programs and /or workshops for active and retired school personnel.
- M. Yearbook Committee shall acquire membership lists from the Treasurer and Membership Committee; obtain current State and District officers and committee chairs; obtain future dates for workshops and conventions; publish and distribute the yearbooks no later than the October regular meeting.
- N. 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.
- O. Children's Book Project Committee, chaired by the Second Vice President, shall gather appropriate books each year to present to elementary students.
- P. Scholarship Committee shall be responsible for carrying out the goals of the scholarship project (Reference Article IX: Scholarship Project for scholarship guidelines.)
- Q. Texas Retired Teachers Foundation Representative (TRTF) shall serve as a liaison between MJCRSP 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. MJCRSP shall fund a scholarship program by selling ads for the chapter yearbook and the chapter website.

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 MJCRSP 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 the date stated on the application.

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 MJCRSP where applicable and not inconsistent with these Standing Rules and TRTA Bylaws.

ARTICLE XI: AMENDMENTS

Section 1. The Standing Rules 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. Standing Rules become effective immediately upon adoption, unless otherwise stated as a proviso with the proposed amendment.

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

Revised August, 2022