

STANDING RULES
(Local Chapter Name)
TEXAS RETIRED TEACHERS ASSOCIATION

I. NAME

The name of this chapter shall be the (entire name), hereinafter referred to as (____), (____) is affiliated with the Texas Retired Teachers Association, hereinafter referred to as TRTA, to promote the purpose of TRTA and to operate under the TRTA bylaws and policies.

II. PURPOSES

The purposes of (name) shall be: to promote the professional, intellectual, social, and healthy well-being of retired school personnel; to encourage retired school personnel to give voluntarily of their time, talents, and experience in furthering the educational and civic endeavors in the community, the state, and the nation; to promote membership in the local chapter and TRTA; and to afford opportunities for united action in solving problems relative to the needs of retired public school employees. (may add to this list)

III. MEMBERSHIP

Section 1. Classification

- A. An annuitant or a beneficiary receiving an annuity from a teacher retirement system can become a member of (chapter name) 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

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

Section 3. Dues

The annual dues for (chapter name) shall be determined by a vote of the total membership. The total amount shall be comprised of (chapter name) and TRTA dues. **TRTA membership is required to be a local member.** The fiscal year shall be July 1 through June 30. Life TRTA members will pay local dues only.

IV. MEETINGS

- A. There shall be (# of meetings-minimum of 5) chapter meetings per calendar year (August – May) on the (day and month) at (time). Dates and location may be changed as necessary by the Executive Board.
- B. Meetings may occur via electronic communications media so long as all members can simultaneously hear each other and participate during the meeting.

V. OFFICERS

The elected officers shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. (additional officers may be listed as well as appointed officers)

VI. NOMINATIONS AND ELECTIONS

- A. The nominating committee shall consist of the Immediate Past President as chair and (number of) members appointed by the chair or (elected by the membership).
- B. The nominating chair will report the slate of officers to the members (time line) prior to election, providing at least one name for each position.
- C. Any active member can serve as an officer. The officers will be elected for (length of term), an officer's term is July 1 – June 30. Elected officers shall (determine eligibility for re-election) to the same office. (the Treasurer may serve additional terms) If circumstances prevent an in-person meeting, election of officers may be conducted electronically.
- D. Vacancies in any elected office or appointed office shall be filled for the unexpired term by the president with the approval of the Executive Board.

VII. DUTIES OF OFFICERS

- A. **President:** The President shall preside at all meetings of (chapter name) 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. (may add to this list)
- 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. (may add to this list)
- 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. (may add responsibilities)
- D. **Secretary:** The Secretary shall keep accurate minutes of all regular chapter meetings and Executive Board meetings and maintain an archival file of all minutes. (may add responsibilities)
- E. **Treasurer:** The Treasurer shall have custody of all funds of (chapter name). 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. (may add responsibilities)
(if other officers are added, their title and duties need to be listed)

VIII. EXECUTIVE BOARD

The elected officers and the Immediate Past President shall constitute the Executive Board of (chapter name). (may add other members to this board)

IX. COMMITTEES

The committees of (name of chapter) shall be Standing Committees and Special Committees. The standing committees shall be Communications, Member Benefits, Legislative, Membership/Volunteer Services, and Retirement Education. Special committees shall be those the President may appoint as necessary for a limited period of time. (may add additional standing committees, for example: Book Project, Scholarship, Program, Technology, Social Media, Newsletter, Directory, Audit, TRTF)

X. DUTIES OF COMMITTEES

- A. **Communications:** This committee, chaired by the Second Vice-President, shall be responsible for public relations and publicity. (may add additional duties)
- B. **Member Benefits:** This committee shall relate information received from TRTA and the district member benefits committee to chapter members. (may add additional duties)
- C. **Legislative:** This committee shall relate information received from TRTA and the district legislative committee to chapter members. (may add additional duties)
- D. **Membership/Volunteer Services:** This committee, chaired by the First Vice-President, shall develop a plan to involve members to recruit, retain, and regain chapter members. This committee shall also coordinate a volunteer services program. (may add additional duties)
- E. **Retirement Education:** This committee will coordinate with TRTA and the district in providing educational information to active school personnel. (may add additional duties).

(if other committees are added under IX, their duties need to be described here)

XI. MEMORIALS

In the event of the death of a member of (chapter name) a memorial of (dollar amount) will be made to (designate) in the member's name. An acknowledgement will be sent to the family. (may add additions of those to remember)

XII. AMENDMENTS

The Standing Rules may be amended at any regular chapter meeting by a majority of the members present and voting, provided that the proposed amendment(s) have been submitted in writing at the previous meeting to the membership. The Standing Rules will be amended automatically to comply with the TRTA bylaws, if applicable.