

**STANDING RULES  
WILLIAMSON COUNTY RETIRED TEACHERS ASSOCIATION  
TEXAS RETIRED TEACHERS ASSOCIATION**

**I. NAME**

The name of this chapter shall be the Williamson County Retired Teachers Association, hereinafter referred to as (WCRTA). WCRTA 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 WCRTA 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.

**III. MEMBERSHIP**

**Section 1. Classification**

- A. An annuitant or a beneficiary receiving an annuity from a teacher retirement system can become a member of WCRTA 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 WCRTA. 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 WCRTA shall be determined by a vote of the total membership. The total amount shall be comprised of WCRTA 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 6 regular chapter meetings per calendar year (September, October, November, February, March, and May) on the second Friday of the month at 10 am, with social time starting at 9:30. Dates and location may be changed, as necessary, by the Executive Board.
- B. In addition to the regular meetings, there will be 2 special meetings, one in December and one in June. The times for the special meetings will be announced.
- C. 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, Third Vice-President, Secretary, and Treasurer.

## VI. NOMINATIONS AND ELECTIONS

- A. The nominating committee shall consist of the three (3) most recent past presidents, with the Immediate Past President serving as chair.
- B. The nominating chair will report the slate of officers to the members at the February meeting of even years, 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 a two-year term. Each year of an officer's term is July 1 – June 30.
- D. Officers shall be able to be re-elected to the same office. Elected officers shall determine eligibility for re-election to the same office. The treasurer may serve an unlimited number of terms. If circumstances prevent an in-person meeting, election of officers may be conducted electronically.
- E. 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 WCRTA and the Executive Board, authorize the payment of bills according to the yearly budget, appoint chairs for all committees, with the advice and consent of the Executive Board, and shall be an ex-officio member of all committees. The President shall present awards at the June meeting.
- B. **First Vice-President:** The First Vice-President shall preside in the absence, or at the request, of the President, at regular and Executive Board meetings. The First Vice-President shall serve as the Membership Committee Chair and serve as Volunteer Services Committee Chair. The First Vice-President will keep a copy of membership records.
- 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.
- D. **Third-Vice-President:** The Third Vice-President shall preside in the absence of the President, First Vice-President, and Second Vice-President, at regular and Executive Board meetings, and shall chair the Program Committee.
- E. **Secretary:** The Secretary shall keep accurate minutes of all regular chapter meetings and Executive Board meetings and maintain an archival file of all minutes.
- F. **Treasurer:** The Treasurer shall have custody of all funds of WCRTA and chair the Budget Committee. The fiscal year shall run from July 1 to June 30.
  - 1. The Treasurer shall make a budget, keep an accurate record of all financial transactions, assemble materials for the annual audit, prepare financial reports for regular chapter meetings and Executive Board meetings, and shall be authorized to conduct necessary WCRTA business from June 30 until the new WCRTA budget is approved at the September meeting.
  - 2. The Treasurer will maintain all member records.
  - 3. The names of the Treasurer, President, and First-Vice president shall be included on the bank signature card as authorized signers.

## VIII. EXECUTIVE BOARD

The elected officers, the Immediate Past President, and Chairmen of the Standing Committees shall constitute the Executive Board of WCRTA. The President shall preside at all meetings of the Executive Board and shall only vote in case of a tie.

- A. Members of the Executive Board, present at an Executive Board Meeting, shall constitute a quorum.
- B. Vacancies on the Executive Board shall be filled by the President with the advice and consent of the Executive Board.

## IX. COMMITTEES

- A. The committees of WCRTA shall be Standing Committees and Special Committees. The standing committees shall be Communications, Member Benefits, Legislative, Membership/Volunteer Services, and Retirement Education, as required by TRTA.
- B. In addition, there will be the following chapter standing committees:  
Attendance/Telephone, Audit, Book Project, Budget and Finance, Health and Safety, Installation, Music, Nominating, Program, Scholarship, Scholarship Fundraising, Scrapbook and Historian, Social, Special Concerns, Standing Rules, Technology, Texas Retired Teachers Foundation, Travel and Yearbook.
- C. Special committees shall be those the President may appoint, as necessary, for a limited period of time.

## X. DUTIES OF COMMITTEES

### TRTA MANDATED STANDING COMMITTEES

- A. **Communications:** This Committee, chaired by the Second Vice-President, shall be responsible for public relations and publicity, including notifying media of the activities of the chapter's regular meetings, special events, guest speakers, etc.
- B. **Member Benefits:** This Committee shall relate information received from TRTA and the district member benefits committee to chapter members.
- C. **Legislative:** This Committee shall relate information received from TRTA and the district legislative committee to chapter members. In addition, the Legislative Committee shall keep the local membership informed about state and national legislation concerning members.
- 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.  
Accordingly, the Membership/Volunteer Services Committee shall:
  - 1. At the March and May meetings:
    - a. Make members aware that annual dues are due at this time and payable to WCRTA.
    - b. After the May meeting, check with the Treasurer to obtain names of persons who failed to pay dues. The chairman will then get committee members to contact those members and remind them to bring their dues to the June luncheon, pay online, or mail to the treasurer before July 1.
  - 2. Obtain new members and assist the Treasurer in collecting the dues.

3. The Chairman shall perform these additional duties: register attendance at each meeting; conduct drawing for door prizes; collect monies for the Texas Retired Teachers Foundation, scholarships and the Book Project, and report such monies to the Treasurer following each meeting.
  4. Notify members, in December, to turn in volunteer service hours by February 1. The committee will then nominate, the member who logs the most community volunteer service hours for local and state awards.
  5. Keep the chapter aware of the collective needs of each community.
- E. Retirement Education:** This Committee will coordinate with TRTA and the district in providing educational information to active school personnel. In accordance with this, the Retirement Education Committee shall:
1. Have committee members check with their area schools to locate prospective members, those who are retiring or have retired recently, or those who have moved into the community.
  2. Invite prospective members to be our guests at chapter meetings and provide some type of special recognition for them.
  3. Distribute appropriate materials as necessary.

#### **CHAPTER STANDING COMMITTEES**

- F. Attendance/Telephone Committee:** The committee shall be aware of illnesses, social and physical needs of members in each community, by attending to and acknowledging those needs to individuals concerned; and, also, relating concerns to our members. The Telephone Committee will telephone members, especially those without internet connections and e-mails, to notify them of meetings, any special projects and dues renewal dates.
- G. Audit:** This Committee shall consist of three (3) members appointed annually by the president.
1. This committee shall audit the treasurer's books in August to allow the Chairman to submit a final report for the fiscal year.
  2. The Audit report shall be submitted at the September meeting.
- H. Book Project:** This Committee will coordinate the gift of books to kindergarten children in selected schools in the county.
- I. Budget and Finance:** The Treasurer is the chairman of this committee. The Committee, shall submit a proposed budget each year to the Executive Board for approval, after which, it will be submitted to the membership for approval at the September regular meeting.
- J. Health and Safety:** The Committee shall work to inform the members and community about important health care issues, including strategies to cut health care costs, advocacy for disabled and nursing home residents and preventive health care. In addition, this Committee shall report:
1. Problems of which the membership needs to be aware.
  2. Any pertinent information on safety and protection to the group at its regular meetings.
- K. Music:** This Committee chairman will provide music entertainment at regular and special meetings of the chapter.
- L. Nominating:** The Committee shall present a slate of officers for election, in even years, by the March meeting.

**M. Program:** The Committee shall be chaired by the Third Vice-President.

It will:

1. Coordinate programs for the year.
2. Be responsible for finalizing gratuities for guest speakers (\$50), the retiring president's gift, and other gratuities the chapter desires.

**N. Scholarship:** The Committee shall:

1. Choose recipients to receive the scholarships from the alphabetical listing of school districts found in the General Operating Procedures.
2. Contact the school counselors to make arrangements to select a recipient of said scholarship and work with the school to make arrangements for awarding same.
3. The recipient must be preparing for a career in education.
4. The recipient pays fees and then submits a photocopy of paid bill, from the college of choice, to the Treasurer.
5. The recipient(s) are expected to attend the association's annual luncheon meeting in June.

**O. Scholarship Fundraising:** The Committee shall plan and conduct fundraising activities each year that support the chapter's goal of providing scholarships to graduating seniors who plan to major in education.

**P. Scrapbook and Historian:** The Committee shall:

1. Take pictures and collect clippings that are kept in a scrapbook for observation and posterity.
2. Place hard copy scrapbook(s) in the Georgetown Public Library.
3. In accordance with TRTA guidelines, beginning July 1, 2020, scrapbooks will be maintained in digital format.
4. Digital scrapbooks will be kept on the WCRTA website.

**Q. Social Committee:** The Committee is responsible for:

1. Providing opportunities for members to socialize outside of and at regular chapter meetings and promote enthusiasm at regular meetings.
2. Refreshments and/or assembly of the hostesses for the regular meetings and the December meeting shall rotate in the following order: Round Rock, Georgetown, Taylor.
3. Preparation of the building for meetings.
4. Door prizes for meetings (in accordance with budget guidelines). Hostesses in charge of refreshments and will be responsible.
5. Cleanup of building after meetings.

**R. Special Concerns Committee:** The Committee shall work to discern and inform the president, other pertinent officers or committee chairmen of specific members that may be in need of special support and assistance by the chapter and its members.

**S. Standing Rules Committee:** The Committee shall recommend changes to update the Standing Rules, as needed, to meet the needs of the members of the chapter, and requirements of TRTA, through revision or addition.

**T. Technology:** The committee chairman maintains the website for the chapter and sends chapter related emails on behalf officers and members, as needed.

**U. Texas Retired Teacher Foundation:** This Committee shall keep the chapter informed of programs and activities of the Foundation and promote a special opportunity for chapter members to contribute in November of each year.

- V. Travel:** The committee shall plan one or two field trips a year.
- W. Yearbook:** The committee shall prepare and distribute yearbooks to those without electronic media, or those who wish to receive a hardcopy version.

## **XI. MEMORIALS**

All members should report deaths of members to the President. Upon notification of the death of a member of WCRTA, a dollar denominated memorial gift will be made in the member's name, by the Treasurer, as outlined in the General Operating Procedures. An acknowledgement will be sent to the family.

## **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, or sent electronically at least two weeks prior to the meeting. The Standing Rules will be amended automatically to comply with the TRTA Standing Rules, if applicable. Amendments must be in written form and distributed to the membership prior to introduction, consideration or discussion.

## **XIII. PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall be used as the guide and authority for the transactions of the chapter.

## **XIV. QUORUM**

Members present at a regular meeting of the chapter shall be considered a quorum for the transaction of business.

## **XV. ADOPTION AND EFFECTIVE DATE**

- A. Effective date of these Standing Rules shall be (\_\_\_).
- B. These Standing Rules shall be effective immediately upon adoption provided, however, that nothing in these Standing Rules shall be determined to impair any acts or proceedings heretofore undertaken on behalf of the chapter.

## **XVI. WCRTA GENERAL OPERATING PROCEDURES**

- A. The May meeting is an annual meeting. Necessary annual committee reports shall be given at this time.
- B. December is a Christmas luncheon. Responsibility for this meeting alternates in the following order; Round Rock, Georgetown, and Taylor. The Social Committee is responsible for arrangements, preparations, and door prize within budget guidelines.
- C. The Social Committees are responsible for the June luncheon. It shall be the responsibility of the hosts in charge of refreshments to provide a door prize for the meeting, within budget guidelines. (\$25 maximum)
- D. There may be four Executive board meetings a year.
  - 1. July for yearly planning.
  - 2. January for operational review and award nominations.
  - 3. The President is responsible for calling two additional meetings if necessary.

- E. Budgeted items:
  - 1. Building rentals for the December and June luncheon.
  - 2. \$50 memorials sent to Henry Stilwell Memorial Residence or the Texas Retired Teachers Foundation, alternately; in addition, a past member of longstanding service, whose membership had lapsed at time of death, shall be eligible for a memorial.
  - 3. \$1000 for each annual scholarship.
  - 4. \$50 maximum gratuity for programs.
  - 5. A gift for outgoing president (maximum of \$100 per 2-year term).
  - 6. Door prizes (\$25 maximum).
- F. Donations will be taken at each meeting to fund the Book Project, scholarships, and the TRT Foundation.
- G. All cash money collected shall be counted and signed for by the Treasurer and the person in charge of the activity or collection.
- H. Online access to the bank account(s) shall be made available to the Treasurer, the President, and a designated member of the Budget and Finance Committee.
- I. School districts whose students are eligible to receive scholarships are: Florence, Georgetown, Granger, Hutto, Jarrell, Leander, Liberty Hill, Round Rock, Taylor, Thrall.
- J. The President will appoint a chairman for a special committee, for the purpose of installing officers in June of even numbered years.
- K. Chapter dues are \$10 per fiscal year.