

STANDING RULES
District Thirteen
TEXAS RETIRED TEACHERS ASSOCIATION

I. NAME

The name of this district shall be District Thirteen and is affiliated with the Texas Retired Teachers Association, hereinafter referred to as TRTA.

II. PURPOSE

The purposes of District Thirteen shall be: to promote membership in the chapters and TRTA; to provide leadership to and communication with the chapters; 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; 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 and is a member of a chapter 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. Elected district officers are required to be members of a chapter within the district and TRTA. District officers must receive an annuity from the Teacher Retirement System of Texas. Non-annuitant members shall not be elected as district officers or serve as delegates to the TRTA House of Delegates.

IV. CONFERENCES

A. Conferences may be conducted two (2) times per year for the purpose of offering resources to elected chapter officers and appointed committee chairs. The time and location will be designated by the President.

B. Meetings may occur via electronic communications media so long as all members can simultaneously hear each other and participate during the meeting. Other meetings of District Thirteen or its executive board, or portions thereof, may be called at the President's discretion.

V. OFFICERS

The elected officers shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

VI. NOMINATIONS AND ELECTIONS

- A. The nominating committee shall consist of the Immediate Past President as chair and at least two additional members appointed by the chair.
- B. The nominating chair will report the slate of officers to the members at least two weeks prior to election, providing at least one name for each position.
- C. The officers will be elected in the odd numbered years for a two-year term; an officer's term is July 1 – June 30. Elected officers shall be members of TRTA and TRS annuitants. No officer except the Treasurer shall hold the office for more than two consecutive terms except in the case where the position has not been filled. If circumstances prevent an in-person meeting, election of officers may be conducted electronically.
- D. Vacancies in any elected office or appointed offices 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 District Thirteen, authorize the payment of bills according to the yearly budget, appoint additional officers and chairs of all committees, and shall be an ex-officio member of all committees. The President shall serve as a delegate to the House of Delegates.
- 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 and serve as Volunteer Services/Community Involvement Committee Chair. The First Vice-President shall serve as a delegate to the House of Delegates.
- 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 and serve as the Book Project Committee Chair. The Second Vice-President shall serve as a delegate to the House of Delegates.
- D. **Secretary:** The Secretary shall keep accurate minutes of all district meetings and maintain an archival file of all minutes. The Secretary shall serve as a delegate to the House of Delegates.
- E. **Treasurer:** The Treasurer shall have custody of all funds of District Thirteen. 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 district meetings. The Treasurer shall serve as a delegate to the House of Delegates.

VIII. EXECUTIVE BOARD

The elected officers and the Immediate Past President shall constitute the Executive Board of District Thirteen. For banking purposes, the office holders of President, First Vice-President, Treasurer, and Immediate Past President will be authorized signers on the account. The office holders of President and Treasurer will be named the Key Executives of the account.

IX. COMMITTEES

The committees of District Thirteen shall be Standing Committees and Special Committees. The standing committees shall be Audit, Book Project, Communications, Health and Safety, Historian, Legislative, Member Benefits, Membership/Volunteer Service/Community Involvement, Retirement Education, Technology, and TRTF. Special committees shall be those the President may appoint as necessary for a limited period of time.

X. DUTIES OF COMMITTEES

- A. **Audit:** The auditor shall be a member appointed by the President at the Spring Conference to audit all funds of District Thirteen.
- B. **Book Project:** This committee, chaired by the Second Vice-President, shall encourage chapters to participate in the Children's Book Drive.
- C. **Communications:** This committee, chaired by the Second Vice-President, shall encourage chapters and the district to publicize activities and events in local and area-wide media.
- D. **Health and Safety:** The chair of this committee shall work with chapters to disseminate information relating to health and safety that promote good health of members.
- E. **Historian:** The Historian shall keep a permanent record of the activities and accomplishments of District Thirteen.
- F. **Legislative:** This committee shall relate information received from TRTA to the chapters regarding pending legislation that relates to retirees.
- G. **Member Benefits:** This committee shall relate information received from TRTA to the chapters regarding programs that will benefit members.
- H. **Membership/Volunteer Services/Community Involvement:** This committee, chaired by the First Vice-President, shall develop a plan to assist chapters in increasing membership. This committee shall also coordinate a volunteer services/community involvement program and assist chapters in promoting volunteerism.
- I. **Retirement Education:** This committee shall disseminate information from TRTA and assist chapters in developing and sponsoring retirement education seminars.
- J. **Technology:** The Technology Coordinator shall maintain the on-line district communication and assist our members with other technology issues.
- K. **TRTF:** The Texas Retired Teachers Foundation Committee shall work to provide financial support to the Texas Retired Teacher Foundation to support its grants, scholarships, and financial assistance to future and present active personnel and retirees.

XI. MEMORIALS

In the event of the death of a District Thirteen Past President, a memorial of one hundred dollars will be made to the Texas Retired Teachers Foundation in the member's name. An acknowledgement will be sent to the family.

XII. AMENDMENTS

The Standing Rules may be amended at any district conference by a majority of the members present and voting, provided that the proposed amendment(s) have been submitted in writing to the local chapters' members prior to the conference. The Standing Rules will be amended automatically to comply with the TRTA bylaws, if applicable.

Revised July 1, 2026, to reflect amendments to the TRTA Bylaws.