



# Austin Retired Teachers Association

## STANDING RULES

Effective July 1, 2026



### RULE 1—NAME

The name of this chapter shall be the Austin Retired Teachers Association, hereinafter referred to as ARTA, and 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.

### RULE 2—PURPOSES

The purposes of the Austin Retired Teachers Association shall be:

- a. To promote the professional, intellectual, social, and healthy well-being of retired school personnel;
- b. 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;
- c. To promote membership in the chapter and TRTA;
- d. To afford opportunities for united action in solving problems relative to the needs of retired public school employees;
- e. To support a scholarship program through the ARTA Foundation for high-school seniors who qualify for and intend to pursue teaching as a career.

### RULE 3—MEMBERSHIP

#### 3.1 Classification

3.1.1 An annuitant or a beneficiary receiving an annuity from a teacher retirement system can become a member of ARTA and TRTA upon payment of chapter dues and state dues.

3.1.2 Any person interested in public education and willing to work to achieve the purposes of TRTA upon payment of chapter dues and state dues.

#### 3.2 Privileges

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

#### 3.3 Dues

The annual dues for ARTA shall be determined by a vote of the total membership. The total amount shall be comprised of ARTA and TRTA dues. **TRTA membership is required to be a chapter member.** Life TRTA members and past presidents of ARTA are exempt from paying chapter dues.

#### 3.4 Fiscal year

The fiscal year shall be July 1 through June 30.

### RULE 4—MEETINGS

#### 4.1 Chapter

There shall be at least five (5) chapter meetings between September and May. Dates and location may be changed as necessary by the Executive Board.

#### **4.2 Electronic**

With proper notification, regular, Executive Board, committee, or special meetings, or other ARTA-related events may occur via electronic communications so long as all members who are participating can simultaneously hear each other and take part in the meeting. At hybrid meetings, members attending virtually have the same rights as those who are physically present.

### **RULE 5—OFFICERS AND REPRESENTATIVES**

#### **5.1 Officers**

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

5.1.2 Appointed officers shall be: Editor of the *ARTA News*, Historian, and Parliamentarian.

#### **5.2 Representatives**

5.2.1 The TRTF Representative shall be appointed by the President with the approval of the Executive Board.

### **RULE 6—NOMINATIONS AND ELECTIONS**

#### **6.1 Nominating committee**

The nominating committee shall consist of the Immediate Past President as chair and members appointed by the chair.

#### **6.2 Election procedure**

The nominating chair will report the slate of officers at the regular January meeting. Officers shall be elected at the regular February meeting by voice vote unless nominations are made from the floor (with the consent of the nominee). In this case voting shall be by secret ballot. At hybrid meetings, members attending virtually have the same rights as those who are physically present. A majority of those present shall elect. If circumstances prevent an in-person meeting, election of officers may be conducted electronically.

#### **6.3 Terms of office**

Any member can serve as a chapter officer. Elected and appointed officers shall serve for two years beginning July 1 of the first year of their term and ending on June 30 of the second year of their term. Officers elected in the even-numbered years are President, Second Vice-President, and Assistant Treasurer. Officers elected in the odd-numbered years are First Vice-President, Secretary, and Treasurer.

#### **6.4 Vacancies**

A vacancy occurring in the office of the President shall be filled by the elected officers in the following order: First Vice-President, Second Vice-President, Secretary, and Treasurer. A vacancy occurring in any other elected or appointed office shall be filled by the President, subject to the approval of the Executive Board.

### **RULE 7—RESPONSIBILITIES OF OFFICERS AND REPRESENTATIVES**

#### **7.1 Officers**

7.1.1 The President shall:

- a. preside at all meetings of ARTA and the Executive Board and may report for others at meetings;
- b. authorize the payment of bills according to the yearly budget;
- c. have the power to call special meetings;
- d. appoint the Editor of *ARTA News*, Historian, Parliamentarian, and the TRTF Representative with the approval of the Executive Board;

- e. appoint the chairs of all standing committees with the approval of the Executive Board;
  - f. establish special committees as needed and appoint the members to serve on them with the approval of the Executive Board;
  - g. serve as an ex-officio member of all committees except the Nominating Committee.
- 7.1.2 The Immediate Past President shall:
- a. serve as chair of the Nominating Committee and appoint its members;
  - b. perform any other duties as requested by the President.
- 7.1.3 The First Vice-President shall:
- a. preside in the absence or at the request of the President;
  - b. serve as chair of the Membership Committee;
  - c. represent the chapter Volunteer Services/Community Involvement Committee at the district and state levels and submit reports as requested to district and state.
- 7.1.4 The Second Vice-President shall:
- a. preside in the absence of the President and First Vice-President;
  - b. serve as chair of the Communications Committee;
  - c. represent the chapter Communications Committee at the district and state levels;
  - d. promote the Children's Book Project and serve as coordinator or work with the assigned Children's Book Project coordinator;
  - e. promote or work with the Technology chair and committee to maintain chapter website, newsletters, and social media.
- 7.1.5 The Secretary shall:
- a. keep accurate minutes of all regular chapter meetings, Executive Committee meetings, and Executive Board meetings;
  - b. designate a substitute to take minutes when unable to attend meetings;
  - c. maintain an archival file of all minutes.
- 7.1.6 The Treasurer shall:
- a. have custody of all funds of ARTA;
  - b. chair the Budget Committee;
  - c. keep an accurate record of all financial transactions;
  - d. assemble materials for the annual audit;
  - e. prepare financial reports for regular chapter meetings and Executive Board meetings;
  - f. process membership dues on the TRTA portal;
  - g. complete the annual review and revision of the TRTA Operations Emergency Plan with assistance from the President, Technology Chair, and the ARTA Foundation Treasurer;
  - h. retain a copy of the TRTA Operations Emergency Plan along with the ARTA President and one other bonded officer to serve as an alternate and notify the District 13 Treasurer annually when the plan has been completed.
- 7.1.7 The Assistant Treasurer shall:
- a. assist with the work of the Treasurer as needed;
  - b. perform all duties of the Treasurer in the absence of that officer.

7.1.8 The Parliamentarian shall:

- a. see that all actions of ARTA are in accordance with these Standing Rules and with *Robert's Rules of Order Newly Revised* in all cases in which they are not inconsistent with these Standing Rules;
- b. serve as chair of the Standing Rules Committee.

7.1.9 The Historian shall:

- a. collect and maintain materials for the ARTA scrapbook;
- b. prepare the scrapbook for display;
- c. serve as chair of the Archives Committee.

7.1.10 The Editor of the *ARTA News* shall compile information and prepare for publication the *ARTA News* in September, February, and May.

**7.2 Representatives**

7.2.1 The TRTF Representative shall:

- a. speak on behalf of the Texas Retired Teachers Foundation at meetings and answer basic questions about the activities and state of the Foundation;
- b. provide donation cards and/or brochures to chapter members as needed;
- c. accept donations from chapter members or other people in the community;
- d. communicate information about TRTF initiatives.

**RULE 8—EXECUTIVE BOARD**

**8.1 Composition**

The Executive Board shall be composed of the elected officers, the appointed officers, and the Immediate Past President. Chairs of standing committees, the TRTF Representative, and the President of the ARTA Foundation are designated as ex officio members of the Executive Board and shall be allowed to make motions and vote on issues before the board. Co-chairs have no representation, except voice, if the chair is also present.

**8.2 Responsibilities**

The Executive Board shall:

- a. approve the appointments of the Historian, Parliamentarian, Editor of the *ARTA News*, the TRTF Representative, and chairs of all committees;
- b. establish or dissolve standing committees as needed;
- c. transact business of ARTA between regular meetings, subject to these Standing Rules;
- d. have the power to make recommendations at regular meetings of ARTA;
- e. establish a process for selection of delegates to TRTA conventions.

**8.3 Meetings**

Executive Board meetings shall be held four times a year at a time and place convenient to the members of the board. Additional meetings of the board may be called by the President as needed.

**8.4 Quorum**

Twelve (12) members, of which three (3) must be elected members of the Executive Board, shall constitute a quorum. A committee co-chair does not count toward the quorum if the chair is also present.

**RULE 9—EXECUTIVE COMMITTEE**

**9.1 Composition**

The Executive Committee shall be composed of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Treasurer, and the Immediate Past President.

## **9.2 Responsibilities**

The Executive Committee shall, in the interim between meetings of the Executive Board, exercise all powers of the Executive Board, provided that nothing shall be done contrary to the policies adopted by the Executive Board or to any action of the Executive Board. At regular board meetings the Executive Committee shall be required to make a report of its activities since the last board meeting.

## **9.3 Meetings**

Meetings of the Executive Committee shall be at the call of the President or shall be at the request of three (3) members of the Executive Committee. The Executive Committee may meet via electronic communications as directed by the President-so long as all members can simultaneously hear each other and participate during the meeting.

## **9.4 Quorum**

Three (3) members shall constitute a quorum at a meeting of the Executive Committee.

# **RULE 10—COMMITTEES**

## **10.1 Types**

Committees shall be of two (2) types: standing and special.

### **10.1.1 Standing committees**

TRTA-required standing committees shall be Communications, Legislative, Member Benefits, Membership, Retirement Education, and Volunteer Services/Community Involvement. Additional ARTA standing committees shall be: Archives, Audit, Budget, Courtesy, Health and Safety, Identification, Nominating, Program, Records, Social, Standing Rules, Technology, and Yearbook.

### **10.1.2 Special committees**

Special committees shall be established by the President with the approval of the Executive Board as necessary for a temporary period of time.

## **10.2 Chairs**

The chairs of all committees shall be members of ARTA and shall be appointed by the President with the approval of the Executive Board. Committees may select their own co-chairs.

## **10.3 Committee members**

Except for the Nominating Committee, ARTA members may volunteer to serve on the committee(s) of their choice.

# **RULE 11—RESPONSIBILITIES OF COMMITTEES**

The committees shall perform their responsibilities as defined in these Standing Rules, in addition to other responsibilities assigned by the President or the Executive Board.

11.1 Archives Committee. This committee shall collect and maintain records of ARTA to be preserved in ARTA holdings at the Austin History Center.

11.2 Audit Committee. This committee shall make an examination and verification of the records of the ARTA Treasurer and the ARTA Foundation Treasurer for the fiscal year and report to ARTA and the ARTA Foundation at their first regular meetings of the year.

11.3 Budget Committee. This committee shall work with the Treasurer in the preparation of a budget to be presented at the regular September meeting.

- 11.4 Communications Committee. This committee shall promote and publicize TRTA state, district, and chapter activities to the general public, all active and retired educational employees, and elected officials. The Second Vice-President shall chair and represent this committee at the district and state levels.
- 11.4.1 TRTA Children's Book Project:
- collects children's books suitable for pre-K through grade 5;
  - selects a donor elementary school and a receiving elementary school in support of "Student to Student" gifts of books for the same grades;
  - determines dates for the collecting period;
  - screens books and inserts book labels;
  - delivers books to the receiving school;
  - submits an annual report to the Second Vice-Presidents of ARTA and District 13.
- 11.5 Courtesy Committee. This committee shall send notes or cards to bereaved or ill members or to families of members, report to regular meetings on illnesses or deaths among members, and have two persons serve as greeters at each meeting, giving special attention to new members and guests. This committee shall make the necessary arrangements for annual ARTA projects.
- 11.6 Health and Safety Committee. This committee shall disseminate information relating to health and safety that promotes good health and welfare of members.
- 11.7 Identification Committee. This committee shall prepare name tags for members, distribute these tags at the beginning of each meeting, collect them at the close of each meeting, and file them alphabetically prior to the next meeting.
- 11.8 Legislative Committee. This committee shall:
- keep the members informed on local, state, and national legislation;
  - work with the Legislative Committee of TRTA concerning educational legislation;
  - stimulate active interest in legislation for the common welfare.
- 11.9 Member Benefits Committee. This committee shall relate information regarding endorsed benefits, opportunities, and discounts available to TRTA members.
- 11.10 Membership Committee. This committee shall maintain a plan to involve members to recruit, retain, and regain chapter members. The First Vice-President represents this committee at the district and state levels.
- 11.11 Nominating Committee. This committee shall present a slate of officers at the regular January meeting of ARTA.
- 11.12 Program Committee. This committee shall plan and arrange programs for each meeting and make the introductions necessary to the presentation of each program. The Program Committee chair coordinates program committee selections and submits program information to the editors of the various ARTA publications.
- 11.13 Records Committee. This committee shall keep:
- current membership records—including names, mailing addresses, email addresses, and telephone numbers—on a computer program, and shall provide membership lists and mailing labels as needed by ARTA officers and committees. A backup of the records shall be maintained. These membership lists may not be given or sold to any other person or entity.
  - obituaries of current and former members by even-numbered biennium. At the end of each even-numbered biennium, only those obituaries of ARTA leaders will be retained for the ARTA archives and the others discarded. Those retained will be transferred periodically to the Austin History Center for placement in the ARTA archives.

A database containing the name, date of birth, date of death, and membership years of all current and former members shall be kept. The chair shall notify the ARTA President; Treasurer; Assistant Treasurer; editor of the *Newsette*; chairs of the ARTA Courtesy, Identification, Membership, Technology, Telephone, and Yearbook committees; and the ARTA Foundation President, Treasurer, and acknowledgement writer.

- 11.14 Retirement Education Committee. This committee shall provide educational information, including developing and sponsoring retirement education seminars, to active school personnel.
- 11.15 Social Committee. This committee shall arrange a social hour at each meeting and provide decorations for the luncheon in March. This committee shall arrange for music as appropriate.
- 11.16 Standing Rules Committee. This committee shall present any amendments to the Standing Rules deemed advisable and maintain alignment with the TRTA Bylaws.
- 11.17 Technology Committee. This committee shall oversee and maintain the use of technological equipment used at regular meetings. It will maintain the ARTA website, the ARTA Facebook page, and any other form of social media network that the committee deems appropriate. It will also facilitate the use of electronic communications with the general membership.
- 11.18 Telephone Committee. This committee shall notify members of each regular meeting of ARTA and provide a brief statement of facts concerning the program. It shall also welcome new members and contact members whose dues are delinquent.
- 11.19 Volunteer Services/Community Involvement Committee. This committee shall encourage the participation of members in volunteer services and shall conduct a survey of member participation and report results annually to TRTA and ARTA. The First Vice-President represents this committee at the district and state levels.
- 11.20 Yearbook Committee. This committee shall prepare yearbooks which shall be distributed by U.S. mail to all members before September 1 each year.

## **RULE 12—AUSTIN RETIRED TEACHERS ASSOCIATION FOUNDATION (ARTA FOUNDATION)**

*[Note: The ARTA Foundation is self-governing and its bylaws cannot be amended by ARTA.]*

### **12.0 General**

The ARTA Foundation was created in 2008 by the Austin Retired Teachers Association (ARTA) to assume the responsibilities of the ARTA Scholarship Committee. The Foundation is qualified as a 501(c)(3) organization in the federal Internal Revenue Code.

### **12.1 Purpose as stated in the ARTA Foundation Bylaws**

The Austin Retired Teachers Association Foundation shall serve as a nonprofit organization to collect and manage contributions and gifts to the Foundation for the purpose of providing scholarships and grants designed to further the interests of education in the Austin Independent School District of Austin, Texas.

### **12.2 Foundation membership as stated in the ARTA Foundation Bylaws**

12.2.1 The general membership of the Foundation shall be the current members of Austin Retired Teachers Association (ARTA).

12.2.2 There shall be no additional dues or other requirements for membership in the Foundation.

- 12.2.3 The membership's responsibility shall be to elect from its members an administrative board at the annual meeting designated for that purpose by the Executive Board of ARTA and to make voluntary contributions to the funds managed by the Foundation.

### **RULE 13—CHAPTER DISSOLUTION**

- 13.1 In order for ARTA to be dissolved, it shall follow the procedure established by TRTA to dissolve a chapter.
- 13.2 Careful consideration shall be given to the manner in which those members desiring to maintain membership may transfer to other TRTA chapters.
- 13.3 The records of dissolution of ARTA shall be preserved with other ARTA holdings in the ARTA Collection at the Austin History Center and made available for use by ARTA members.
- 13.4 All remaining funds shall be sent to the Texas Retired Teachers Foundation (TRTF).

### **RULE 14—MEMORIALS**

In the event of the death of a member or former member of ARTA, ARTA will contribute a monetary memorial amount to the ARTA Foundation in the member's name. An acknowledgment will be sent to the family from the ARTA Foundation.

### **RULE 15—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. At hybrid meetings, members attending virtually have the same rights as those who are physically present. The Standing Rules will be amended automatically to comply with the TRTA bylaws, if applicable.

Approved by the ARTA Standing Rules Committee  
March 16, 2023

Nancy Lehmann-Carssow, Chair  
Craig Campbell  
Julie Campbell  
Jane Garner

Gladys Havel  
Norma Jost  
Lois Mayes  
Rosemary Morrow

Mary Sue Neptune  
Julianne Richter  
Joe Ramirez, ex-officio  
Wayne Schade, ex-officio

Revised and approved by the ARTA Executive Board members present  
March 20, 2023

Joe Ramirez, *President*  
Rosemary Morrow, *Immediate Past President*  
Trisha Davis, *First Vice-President*  
Carole Stockton, *Secretary*  
Wayne Schade, *Treasurer*  
Jane Garner, *Parliamentarian*

Liz Abrahams  
Mary Ann Baker  
Craig Campbell  
Betty Clough

Gladys Havel  
Norma Jost  
Lois Mayes  
Sheila Sargent

Approved by the membership at the ARTA regular meeting  
May 12, 2023

Amendments approved by the membership at the ARTA regular meeting:

- Feb. 14, 2025
- May 9, 2025
- Oct. 10, 2025