

TO ARTA EXECUTIVE BOARD: PREVIEW OF AMENDMENTS TO ARTA STANDING RULES TO BE  
CONSIDERED AT FEB. 14 ARTA MEETING



**Austin Retired Teachers Association**  
**STANDING RULES**



**Proposed amendments, 2025**

Effective July 1, 2023 **2025**

NOTE: Strikethroughs are current words to be deleted; red is new text to be considered for adoption. Rules having no pending amendments are omitted.

Full text online at <https://austinrta.org/about-us>

**RULE 1—NAME**

**RULE 2—PURPOSES**

**RULE 3—MEMBERSHIP**

**RULE 4—MEETINGS**

**RULE 5—OFFICERS AND REPRESENTATIVES**

**RULE 6—NOMINATIONS AND ELECTIONS**

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

**7.1 Officers**

7.1.3 The First Vice-President **shall**:

- a. ~~shall~~ preside in the absence or at the request of the President;
- b. ~~shall~~ serve as chair of the Program **Membership** Committee;
- c. ~~may~~ represent the chapter ~~Membership and Volunteer Services~~ **/Community Involvement Committee** Committees at the district and state levels **and submit reports as requested to district and state.**

7.1.5 The Secretary shall:

- a. keep accurate minutes of all regular chapter meetings, **Executive Committee meetings**, and Executive Board meetings;

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.**

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 ARTA Standing Rules Committee.**

## 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 local chapter members as needed;
- c. accept donations from local chapter members or other people in the community;
- d. communicate information about “A Helping Hand” program **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

### 8.3 Meetings

### 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

## 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.

- 11.10 Membership Committee. This committee shall maintain a plan to involve members to recruit, retain, and regain chapter members. The First Vice-President ~~may represent~~ **represents** this committee at the district and state levels.
- 11.13 Records Committee. This committee shall keep:
- a. 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.
  - b. **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.**
- 11.17 Technology Committee. This committee shall oversee and maintain the use of ~~technology~~ **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.
- 11.19 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 ~~may represent~~ **represents** this committee at the district and state levels.

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

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

**RULE 13—CHAPTER DISSOLUTION**

**RULE 14—MEMORIALS**

**RULE 15—AMENDMENTS**

Submitted by the 2024–2025 ARTA Standing Rules Committee:  
Julie Campbell, Dr. Rosemary Morrow, Joe Ramirez, Jane Garner (Chair)