

## **STANDING RULES**

### **C-FB RSPA**

#### **TEXAS RETIRED TEACHERS ASSOCIATION**

##### **I. NAME:**

The name of this chapter shall be the Carrollton-Farmers Branch Retired School Personnel Association, hereinafter referred to as the C-FB RSPA. C-FB RSPA 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 C-FB RSPA shall be to:

1. Promote the professional, intellectual, social, and healthy well-being of the retired school Personnel
2. Encourage entire retired school personnel to volunteer their time, talents, and experience in furthering the education and civic endeavors in the community, the state, and the nation
3. Promote membership in the local chapter and TRTA
4. Afford opportunities for united action in solving problems relative to the needs of retired public school employees

##### **III. MEMBERSHIP:**

Classification:

1. All members can vote in C-FB RSPA.
2. Non-annuitant members shall not be elected as a chapter or district officer or serve as a delegate to the House of Delegates.

##### **IV. DUES:**

1. Annual dues for C-FB RSPA shall be determined by a vote of the total membership.
2. The total amount shall be comprised of C-FB RSPA and TRTA dues.

3. TRTA membership is required to be a local member.
4. The fiscal year shall be July 1 through June 30.

#### **V. MEETINGS:**

1. There shall be 6 regular chapter meetings per calendar year (August – May)
2. Meetings will be held on the 3<sup>rd</sup> Wednesday of said months.
3. Dates and location may be changed as necessary by the Executive Board.
4. Meetings may occur via electronic communications media so long as all members can simultaneously hear each other.

#### **VI. OFFICERS:**

1. The elected officers shall be: President, First Vice President, Second Vice President, Secretary and Treasurer.
2. Appointed officers shall be Parliamentarian and Historian.

#### **VII. NOMINATIONS AND ELECTIONS:**

1. The nominating committee shall consist of the Immediate Past President as chair and 2 other members appointed by the chair.
2. Any annuitant can serve as an elected officer.
3. The nominating chair will report the slate of officers to the members prior to the February election. Additional nominations may be made from the floor prior to the election. The officers will be elected by the vote of a simple majority of those present at the meeting.
4. An officer serves a 2-year term: July 1-June 30.
5. The nominating committee shall determine eligibility for re-election of an officer to the same office.
6. The Treasurer can serve additional terms.

7. If circumstances prevent an in-person meeting, elections of officers may be conducted electronically.
8. Vacancies in any elected office or appointed office shall be filled for the unexpired term by the President, with the approval of the Executive Committee.
9. Elections will take place in February in alternating years and reported to the state TRTA by March 1<sup>st</sup>.

### **VIII. DUTIES OF OFFICERS:**

#### **The President shall:**

1. Preside over all meetings of the C-FB RSPA and at meetings of the Executive Board and Executive Committee.
2. Appoint a Parliamentarian and an Historian (with the approval of the Executive Committee).
3. Appoint chairmen of Standing and Special Committees, except the Nominating Committee, the Membership Committee, the Public Relations Committee, and the Program Committee.
4. Consult with Committee Chairmen if making committee appointments. Serve as ex-officio member of all committees, except the Nominating Committee.
5. Be responsible for the preparation of an annual budget, which upon approval by the Executive Committee, shall then be presented to the membership.
6. Be a delegate to the semi-annual TRTA Convention and serve as chairman of the CFB RSPA delegation.

#### **The Immediate Past President shall:**

1. Serve as chairman of the Nominating Committee.
2. Serve as a member of the Executive Board.

3. Assist the President in duties as requested by the President.

**The First Vice President shall:**

1. Be Chairman of Membership Committee and maintain membership records.
2. Handle all details associated with the six luncheon meetings.
3. Appoint the members of the Membership Committee.
4. Preside at meetings in the absence of the President or at the request of the President.
5. Serve as Chairman of the Volunteer Services Committee.
6. Serve as Delegate to the semi-annual TRTA Convention.
7. Serve as a member of the Executive Board and the Executive Committee.

**Second Vice-President shall:**

1. Be Chairman of the Public Relations Committee and shall appoint its members.
2. Be responsible for all programs at all regular meetings.
3. Serve as or appoint the Coordinator of the Children's Book Project
4. Serve as Delegate to the semi- annual TRTA Convention.
5. Preside at meetings in the absences of the President and First Vice-President
6. Serve as a member of the Executive Board and Executive Committee.

**The Secretary shall:**

1. Record and keep a permanent file of the minutes of all association meetings and Executive Board and Executive Committee meetings
2. Have available for reference at all meetings a copy of the Standing Rules, list of officers and a list of all committees.
3. Have charge of such correspondence as is delegated by the President or the Executive Committee.
4. Keep on file all incoming communications and copies of all outgoing correspondence.
5. Keep a current roster and contact information of all members.
6. Shall be a member of the Executive Board and the Executive Committee.

**The Treasurer shall:**

1. Have custody of the funds of the association, depositing them in a bank in the name of C-FB RSPA.
2. To be valid, all Association checks must have two authorized signatures.
3. Be responsible for collecting and recording the receipts of dues.
4. Be responsible for recording any other monies.
5. Be responsible for paying all bills as confirmed by the President or the Executive Committee.
6. Be responsible for keeping a proper set of books. Be responsible for rendering a financial report at regular meetings and at such times as is requested by the President or the Executive Committee.
7. Present the books for audit, as requested.
8. Transfer State membership dues from the local bank account to the Texas Retired Teachers Association.
9. Shall be a member of the Executive Board and Executive Committee.

**The Historian/Social Media Chairperson shall:**

1. Keep a chronological history of the C-FB RSPA saved on iCloud..
2. Share Chapter photos on social media and archive them on iCloud.
3. Share Chapter photos on Social Media so that district 10 Historian and State TRTA can access them.

**The Parliamentarian shall:**

1. Be familiar with the Standing Rules of the Association.
2. See that all meetings are conducted in accordance with Robert's Rules of Order, revised.
3. Serve as Chairman of the Standing Rules Committee.
4. Serve as a member of the Executive Board and the Executive Committee.

**IX. EXECUTIVE BOARD:**

Consists of elected officers, appointed officers, immediate past president of C-FB RSPA and Standing Committee Chairmen.

1. The committee shall have duties on the local level like those on the district level.
2. Duties:
  - a. Shall sit as the governing board of the C-FB RSPA.
  - b. Has the power to transact the business of the association.
  - c. Initiates, develops, and determines the policies of the association.
  - d. Appoints officers as provided by the Standing Rules.

## **X. DUTIES OF STANDING COMMITTEES AND SPECIAL COMMITTEES:**

- 1. Standing Committee Chairman:** Each Standing Committee Chairman shall process information and materials received from his/her District 10 counterpart and local chairmen of committees and shall make a report of his/her committee at the request of counterparts and shall make a report of his/her committee at the request of the President and Executive Board.
- 2. Membership Committee:** Chaired by the First Vice-President, it (this committee) shall formulate plans to encourage membership in TRTA and C-FB RSPA. The Chairman shall consult with the Treasurer, as needed, regarding membership enrollment in the association, and for the preparation of a yearbook/directory.
- 3. Public Relations Committee:** Chaired by the Second Vice-President, it shall devise ways and means of interpreting the ideals and purposes of the Association to other educational groups and to the public. It shall keep the Association informed regarding civic and educational activities of other organizations. The committee shall be responsible for working with the President in publishing the C-FB RSPA Newsletter and Website.
- 4. Children's Book Project Committee:** Chaired by the Second Vice-President or his/her appointee it shall help raise funds and purchase books for Carrollton-Farmers Branch elementary students. This committee will research which school/s has a population to best benefit from the gift of these books. The appropriate number of books will be delivered and presented to the students and teachers at the school.
- 5. Program Committee:** Chaired by the Second Vice-President, it shall bring innovative and informative programs to the members.
- 6. Legislative Committee:** The Legislative Committee shall consist of a chairman and other members appointed by the chairman with the approval of the President. The Committee shall:
  - a. Study pending legislation and keep the members informed as it relates to retired school personnel at the local, state, and national levels of government.
  - b. Work in cooperation with the TRTA and District 10 Legislative Task Force.

- c. Establish a working relationship with local office holders, state legislators, and national legislators.
- d. Distribute and discuss the information in the TRTA Legislative Updates. Solicit the strength of the membership quickly by using email, organizing a telephone committee and/or letter writing groups.

**7. Standing Rules:** This committee, chaired by the Parliamentarian, shall be charged with the revision of the Standing Rules in accordance with instructions from TRTA.

**8. Community Volunteer Services:** The Community Volunteer Service Committee chaired by the First VP works with the District 10 Community Volunteer Service Committee and executes programs of community service at the local level.

**9. Retirement Education:** The Retirement Education Committee shall cooperate with the Retirement Education Committee of TRTA District 10 in developing and sponsoring retirement education and planning programs and/or workshops for active and retired school personnel.

**10. HEALTHY AND SAFETY COMMITTEE:** This Committee shall work with the Health and Safety Committee in cooperation with District 10. Initiate programs for the maintenance of good health for retirees and to disseminate information regarding programs that benefit TRTA members.

**11. Sunshine Committee:** This Committee shall communicate with members who are in need.

**12. The Audit Committee:** This Committee shall consist of 3 or more members appointed by the President to audit the CFB-RSPA books. The treasurer will be present to answer any questions.

**13. Technology:** The Technology Committee shall work with the TRTA Technology personnel and District 10 with setting up and updating the local unit web page. The Technology Chair shall keep the C-FB RSPA web page updated as requested by the President.

**14. The Nominating Committee:** The nominating committee shall consist of the Immediate Past President as chair and 2 other members. At least one name will be submitted for each office.

**15. EXECUTIVE COMMITTEE:** (a special committee) consists of the five elected officers:



President, 1 VP, 2<sup>nd</sup> VP, Secretary, Treasurer and the Parliamentarian.

The Executive Committee assists the president with personnel matters and confidential issues.

#### **XI. COMMITTEES:**

1. **Standing and Special Committees:** Standing and Special Committees are selected by the President except for the Nominating Committee. (See VII, 3, above.)
2. **Nominating Committee:** The Nominating Committee shall be as provided in Article IX, 14, above.

#### **XII. FISCAL YEAR AND DUES:**

1. The fiscal year of C-FB RSPA, District 10, TRTA, shall begin on July 1<sup>st</sup> of each year and shall end on June 30<sup>th</sup> of the following year.
2. Dues are collected beginning in February.

#### **XIII. QUORUMS:**

1. A quorum of C-FB RSPA for the transaction of business at any meeting of the Association shall be the members who have paid their dues and who are present at the meeting.
2. Meeting dates are set and announced at the first fall meeting.

#### **XIV. ADOPTION AND EFFECTIVE DATE**

These Standing Rules shall become effective at the beginning of the next fiscal year, provided, however, that nothing in the Standing Rules shall impair any acts or

proceedings heretofore undertaken by or on behalf of the Carrollton-Farmers Branch School Personnel Association.

This document may be modified based on State and District changes to their documents or any changes deemed necessary by the Executive Board.

Originally Adopted May 19, 1998

Amended: September 1999/ October 2010/ June 2012/ July 2019/ November 2022

Parliamentarian: Linda Tole

2022 Parliamentary Committee: Beth Sargent, President, Lee Nitcolas, Past President, Della Swaim, Past President, Linda Tole, Parliamentarian

Amended: January 9, 2024 by President, Della Swaim and Linda Tole