

WCRTA By-Laws

Article I: Name

The name of the organization shall be the Williamson County Retired Teachers Association (WCRTA) and hereafter referred to as the WCRTA or Association.

Article II: Objectives

- Section 1: To serve as a liaison between the local unit and the Texas Retired Teachers Association (TRTA).
- Section 2: To help retired teachers maintain identity with the teaching profession and to further the cause of education.
- Section 3: To help advance the interests and welfare of the retired teachers in the state and local community.
- Section 4: To foster good fellowship among retired teachers.
- Section 5: To cooperate with TRTA and other associations of retired school personnel in solving problems of mutual concern.
- Section 6: To encourage retired school personnel to give voluntarily of their time, talents, training, and experience in the furtherance of education and civic endeavors in the community, state and nation.

Article III: Affiliation

- Section 1: TRTA is an autonomous organization.
- Section 2: The local unit (WCRTA) shall affiliate only with TRTA and supports its objectives and policies.
- Section 3: The local unit shall receive TRTA Board of Directors approval prior to initiating any action that is not stated in TRTA objectives.
- Section 4: The local unit may use the TRTA logo and/or acronym when fulfilling the objectives of TRTA.

Article IV: Members

- Section 1: Members of this association shall be of two (2) classes: Active and Associate.
- a. Active Members: Any retired school personnel who is an annuitant of benefits from a teacher retirement system may become an Active Member of WCRTA and TRTA upon payment of dues.
 - b. Associate Members: Any person who is interested in education and desires to promote the objectives of WCRTA and TRTA may become an Associate Member upon payment of dues. Associate members shall have all the rights and privileges of membership except the right to vote and hold office.
- Section 2: Dues
- a. Annual dues of both Active and Associate Members of TRTA to be determined by the Board of Directors.
 - b. Annual dues of both Active and Associate Members in WCRTA to be determined by the Association.

- c. Membership dues for each fiscal year shall be due before July 1. The dues of members joining after March 1 shall be credited to the following year. (TRTA Revised/Adopted Policy dated 1/16/02).
- d. Beginning July 1, 2004 any new member of a Local Unit, defined as a member who was not a member of that Local Unit in the previous year, shall also belong to the State Organization. (TRTA/State, Article IV, Section 1)

Article V: Place of Meetings

Section 1: The place of the WCRTA meetings will be determined by the Executive Board.

Article VI: Officers and Duties

- Section 1: The officers of the association shall consist of a President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer. Each officer shall be elected and hold office for a period of two fiscal years.
- a. President shall preside at regular and executive meetings and shall appoint chairs and members of standing committees with the advice and consent of the Executive board. The President shall appoint additional committees he/she finds necessary and of a contributing nature. The president is a liaison to all committees. The president will present awards at the June meeting.
 - b. First Vice President shall preside in the absence of the President at regular and executive board meetings and shall chair the Membership Committee.
 - c. Second Vice President shall preside in the absence of the President and First Vice President at regular and executive board meetings and shall chair the Public Relations Committee
 - d. Third Vice President shall preside in the absence of the President, the First vice President and the Second Vice President at regular and executive board meetings and shall chair the Program Committee.
 - e. Secretary shall record minutes of the regular and executive board meetings and shall take care of correspondence.
 - f. Treasurer shall collect and disburse funds and shall chair the Budget Committee. The fiscal year shall run from July 1 to June 30. The treasurer shall be authorized to conduct necessary Association business from June 30 until the new WCRTA budget is approved at the September meeting.
 - g. The names of the Treasurer, President and First Vice President shall be included on the bank signature card as authorized signers.

Article VII: Executive Board

- Section 1: The Executive Board shall consist of the elected officers, the immediate past president and the chairmen of the standing committees.
- Section 2: The President shall preside at all meetings of the Executive Board; he/she shall only vote in the case of a tie.
- Section 3: The Executive Board shall meet a minimum of two (2) times per calendar year.
- Section 4: Members of the Executive Board present at an Executive Board meeting shall constitute a quorum.

Section 5: Vacancies on the Executive Board shall be filled by the President with the advice and consent of the Executive Board.

Article VIII: Standing Committees

Section 1: Membership Committee shall:

- a. At March and May meetings make members aware that annual dues are due at this time and payable to WCRTA.
- b. After 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 or mail to the treasurer before July 1.
- c. Obtain new members and assist the Treasurer in collecting the dues.
- d. The Membership Chairman shall perform these additional duties: register attendance at each meeting; conduct drawing for door prizes; collect monies for the room rental/door prizes and the book project and report such monies to the Treasurer following each meeting.
- e. The First Vice President shall chair this committee.

Section 2: Public Relations Committee shall:

- a. Notify newspapers, radio, etc. of the activities of the association: regular meetings, special events, guest speakers, etc.
- b. The Second Vice President shall chair this committee.

Section 3: Program Committee shall:

- a. Coordinate programs for the year.
- b. Be responsible for finalizing gratuities for guest speakers (\$25), the retiring president's gift, and other gratuities the Association desires.
- c. The Third Vice President shall chair this committee.

Section 4: The Legislative Committee shall keep the local membership informed about state and national legislation concerning members.

Section 5: The By-Laws Committee shall recommend changes to update the By-Laws as needed to meet the needs of the members of the Association through revision or addition to the By-Laws.

Section 6: The Attendance (Telephone) 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.

Section 7: Community Volunteer Services Committee shall:

- a. Distribute volunteer service record sheets to members in December and collect them the following December. The Committee will then nominate at the January Executive Board meeting the member who logs the most Community Volunteer Service hours for local and state awards.
- b. Keep the association aware of the collective needs of each community.

Section 8: Retirement Education Committee shall:

- a. Have committee members check with their area schools to locate prospective members, those who are retiring or have retired recently or moved into the community.
- b. Invite prospective members to be our guests at June luncheon and provide some type of special recognition for them.
- c. Distribute special materials to persons that may be thinking of retiring.
- d. Practice good public relations with retiring teachers when given opportunities.

Section 9: Information and Protective Service Committee shall report:

- a. Problems of which the membership needs to be aware.
- b. Any pertinent information on protection to the group at its regular meetings.

Section 10: Social Committee is responsible for:

- a. 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.
- b. Preparation of the building for meetings.
- c. Door prize for meeting (\$10 maximum per meeting). Hostesses in charge of refreshments will be responsible.
- d. Cleanup of building after meetings.

Section 11: Scrapbook Committee shall:

- a. Take pictures and collect clippings that are kept in a scrapbook for observation and posterity.
- b. Place scrapbook(s) in Georgetown Public Library where all back issues are kept.

Section 12: Yearbook Committee shall prepare and distribute yearbooks.

Section 13: Travel Committee shall plan one or two field trips a year.

Section 14: Budget and Finance Committee shall:

- a. Submit proposed budget at the September meeting.
- b. Some items are built into yearly budget (see Standing Rules #6).
- c. This committee shall consist of three (3) members appointed annually by the president.

Section 15: Nominating Committee shall present a slate of officers for election in even years by the March meeting.

- a. A new slate of officers shall be presented for election in even years at the February meeting.
- b. This committee shall be composed of the three (3) most recent past presidents.

Section 16: Scholarship Committee:

- a. Shall choose recipients to receive the scholarships from the alphabetical listing of school districts found in Standing Rules #8.
- b. Shall 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.
- c. The recipient must be preparing for a career in education.

- d. The recipient pays fees and then submits a photocopy of paid bill from the college of choice to the Treasurer.
- e. The recipient(s) are expected to attend the association's annual luncheon meeting in June.

Section 17: Scholarship Fundraising Committee shall plan and conduct fundraising activities each year that support the Association's goal of providing scholarships to graduating seniors who plan to major in education.

Section 18: Health Care Committee shall work to inform the members and the community about important health care issues, including strategies to cut health care costs, advocacy for disabled and nursing home residents and preventive health care.

Section 19: Audit Committee

- a. This committee shall consist of three (3) members appointed annually by the president.
- b. This committee shall audit the treasurer's books in August to allow the treasurer to submit a final report for the fiscal year.
- c. The Audit report shall be submitted at the September meeting.

Article IX: Parliamentary Authority

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

Article X: Quorum

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

Article XI: Amendments

Section 1: These By-Laws may be amended by a two-thirds (2/3) affirmative vote of the aforementioned quorum, provided that the to-be-voted-on amendment has been introduced to the membership at least two weeks prior to the meeting.

Section 2: Amendments must be in written form and distributed to the membership prior to introduction, consideration or discussion.

Article XII: Adoption and Effective Date

Section 1: Effective date of revisions shall be March 13, 2009.

Section 2: These By-Laws shall become effective immediately upon adoption provided however, that nothing in these By-Laws shall be deemed to impair any acts or proceeding heretofore undertaken on behalf of the association.

WCRTA Standing Rules

1. May meeting is an annual meeting. Necessary annual committee reports shall be given at this time.
2. The association will meet at 9:30 a.m. for social time and at 10 a.m. for regular meetings on the second Friday of each of the following months: September, October, November, February, March and May. Times to be announced for special meetings in December and June.
3. 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.
4. 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 (\$10 maximum).
5. There may be four Executive board meetings a year.
 - a. July Executive board for yearly planning.
 - b. One in January.
 - c. The President is responsible for calling two additional meetings if necessary.
6. Budgeted items:
 - a. Building rentals for the December and June luncheon.
 - b. \$20 memorials for death of members to Henry Stilwell Memorial Residence or the Texas Retired Teachers Foundation, alternately; in addition, a past member of longstanding service and whose membership had lapsed at time of death shall be eligible for a memorial.
 - c. \$1000 for each annual scholarship.
 - d. \$25 maximum gratuity for programs.
 - e. A gift for outgoing president (maximum of \$50).
 - f. Donations will be taken at each meeting to fund room rental/door prizes and the Book Project.
 - g. All cash money collected shall be counted and signed for by the treasurer and the person in charge of the activity or collection (adopted 5/9/2008).
7. 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. (adopted 5/9/2008)
8. School districts whose students are eligible to receive scholarships: Florence, Georgetown, Granger, Hutto, Jarrell, Leander, Liberty Hill, Round Rock, Taylor, Thrall.