



BARSEA Bylaws 2011-2013

Brownsville Area Retired School Employees Association

ARTICLE I NAME

The name of this local unit shall be the Brownsville Area Retired School Employees Association, hereafter referred to as the "Local Unit or BARSEA," as a unit of the Texas Retired Teachers Association hereinafter referred to as TRTA.

ARTICLE II OBJECTIVES AND PURPOSES

The objectives of the Local Unit shall be to: follow and assist with TRTA policies, programs, and procedures; provide and maintain a functional and united organization for all retired school personnel; promote membership in the Local Unit and TRTA; elect delegates to the House of Delegates; promote the preservation and maintenance of the Teacher Retirement System of Texas Pension Trust Fund for purposes as established in Article XVI, Section 67 of the Constitution of the State of Texas; engage in other activities consistent with the objectives and purpose of the TRTA.

ARTICLE III AFFILIATION

The Brownsville Area Retired School Employees Association shall affiliate and align the local unit bylaws with the Texas Retired Teachers Association (TRTA) and District 1 bylaws.

ARTICLE IV MEMBERS

Section 1. Classification of Members

- A. Any retired school personnel or beneficiary who is an annuitant of or who is or who shall be eligible to receive annuity benefits from a teacher retirement system may become an active member of the Local Unit and TRTA upon payment of dues.
- B. Any person who is interested in education and desires to promote the objectives of TRTA may become an associate member of the Local Unit and TRTA. Associate members shall have all the rights and privileges of membership, except the right to vote and to hold office.

Section 2. Privileges. Active members and associate members shall have all the privileges of membership except associate members shall not vote, hold elected office, or be delegates to the annual convention.

Section 3. Dues. TRTA and Local Unit dues are required for all classes of members and shall be \$35.00 annually. (Note: The dues year is from July 1--June 30.)

Section 4. State (TRTA) and Local Unit dues are required for Local Unit membership.

ARTICLE V OFFICERS OF THE ORGANIZATION

Section 1. Minimum Officers. The Local Unit shall have the minimum of the following elected officers: President, First Vice-President, Second Vice-President, Secretary and Treasurer.

Section 2. Duties of Officers.

- A. The **President** shall:
 1. Preside at all meetings of the Local Unit
 2. Serve as ex-officio member of all committees
 3. Respond promptly and accurately to memoranda and requests for action from the TRTA

Administrative Office and from the District;

4. Regularly inform the local membership of TRTA, District, and Local Unit activities;
5. Provide an interesting program at each meeting;
6. Invite the District President and local legislator(s) to attend at least one meeting each year;
7. Facilitate award nominations from the Local Unit;
8. Appoint the chairmen of all committees, except the nominating committee, in sufficient time to send the committee chairmen to the Spring Leadership Training Conference in the respective TRTA District;
9. Serve as coordinator of the Awards Program for the Local Unit and distribute Local Unit awards;
10. Submit the names of elected officers to TRTA and District by March 1;
11. Perform other administrative and public relations tasks as outlined in the TRTA Leadership Manual, the TRTA Local Unit Presidents Manual, and other duties necessary to fulfill the objectives of TRTA.
12. Serve as delegate to the annual TRTA Convention.

B. The First Vice-President shall:

1. Preside at meetings of the Local Unit in the absence of, or at the request of the Local Unit President, and act for the President in his or her absence or inability to serve;
2. Serve as chairman of the Membership Committee and appoint its members;
3. Assign specific responsibilities to subcommittees for retention, recruitment, and re-enrollment;
4. Keep the District Membership Committee Chairman informed of member status and activities; and
5. Perform other such duties as necessary to fulfill the objectives of TRTA.

C. The Second Vice-President shall:

1. Preside at meetings in the absence of, or at the request of the President and First Vice-President;
2. Serve as chairman of the Public Relations Committee and Children's Book Project and appoint its members;
3. Perform such other duties as necessary to fulfill the objectives of TRTA.

D. The Secretary shall:

1. Record and keep an accurate permanent file of the minutes of all general meetings, as well as those of the Executive Committee in accordance with the guidelines established in the TRTA Leadership Manual;
2. Have available for reference at all meetings a copy of the unit bylaws and a list of officers and committees;
3. Have charge of such correspondence as is delegated by the President or the Board of Directors;
4. Keep on file all incoming communications and copies of all outgoing correspondence;
5. Make sure that copies of relevant correspondence and other materials are sent to the appropriate TRTA Officers and/or District officers and staff;
6. Forward to TRTA and to the District office all appropriate information, including names and addresses of officers and committee chairmen.

E. The Treasurer shall:

1. Collect, deposit and record the receipt of dues and other monies. Forward dues to TRTA monthly, except in January and February, and to the District twenty-five cents, or \$0.25, per member annually, as required by District bylaws;
2. Pay all bills provided for in the budget or confirmed by the President.
3. Checks written on the Local Unit account must have the signatures of the treasurer and one other elected officer;
4. Keep a proper set of books and present those books for an annual audit;
5. Present a financial report at the annual meeting and at such other times as requested by the Executive Committee;
6. Prepare annual budget for the coming year with the Executive Committee. The budget shall be presented to the membership in September for final approval.
7. Provide current membership data to president and membership chairman (First Vice-President);
8. Prepare financial reports for regular meetings;
9. Perform other such duties as necessary to fulfill the objectives of TRTA.

10. File annual reports to the Internal Revenue Service.

ARTICLE VI MEETINGS

Section 1. Meetings. There shall be a minimum of six (6) meetings annually for the purpose of adoption of the audit, election of officers and other business as necessary, the dates and places of the meetings to be determined by the Executive Committee.

Section 2. Voting Members. The voting members shall be active members whose dues are current. Associate members shall have all the rights and privileges of membership, except the right to vote, hold office, or be delegates to the annual convention.

Section 3. Special Meetings. Special meetings may be called by the President or by a majority of the Executive Committee.

Section 4. Quorum. A quorum shall consist of 50 members. (The quorum should be determined by selecting a number of members that has consistently been present at the meetings.) The number should be small enough so that meetings are not canceled because of the lack of a quorum—whatever the number is that represents about 20% of total membership.

ARTICLE V11 NOMINATIONS AND ELECTIONS

Section 1. Composition. The nominating committee shall consist of the immediate past president as chairman and four other members.

Section 2. Duties. The nominating committee will report at the November meeting, providing at least one name for each vacancy. Nominations from the floor are permitted.

Section 3. Elections shall be held every other February. Election shall be by ballot, but if there is only one nominee for a vacancy, election for that office may be by voice. Newly elected officers shall be trained at their respective TRTA District Spring Leadership Training Conference.

Section 4. Terms of Office. All officers shall take office on July 1. All officers shall serve a term of two years, or until their successors are elected and take office.

Section 5. Vacancy. A vacancy in the office of President shall be filled by the first vice-president; a vacancy in any other elected office shall be filled for the unexpired term by the Executive Board. A person who becomes an officer by virtue of filling a vacancy in that office shall be eligible for re-election to that same office.

ARTICLE VIII BOARD OF DIRECTORS

Section 1: The Board of Directors shall include the officers of the unit and the chairmen of the standing committees.

Section 2: The Board of Directors shall carry on the business of the unit.

Section 3. Meetings. The Board of Directors shall meet at least twice (each year) and other times as deemed necessary.

Section 4. Quorum. A majority of the Board of Directors shall constitute a quorum.

ARTICLE 1X EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee shall consist of the elected officers and immediate past president, and shall transact the urgent business of the Local Unit between regular membership meetings, subject to the bylaws. The appointed non-voting members shall be the historian and the parliamentarian as chairman of the bylaws committee.

Section 2. Meetings. The Executive Committee shall have emergency power to act for the Board of Directors.

Section 3. Quorum. A majority of the Executive Committee shall constitute a quorum.

Section 4. Duties. The duties of the Executive Committee shall be to:

- A. Conduct the business of the Local Unit between general meetings of the membership;
- B. Approve committee appointments;
- C. Recommend a budget for adoption by the membership;
- D. Establish committees as necessary;
- E. Secure bonding as deemed necessary for the signatory officers; and
- F. Determine the dates and places of a minimum of six (6) meetings annually;
- G. Fill vacancies for the unexpired terms, other than the president;
- H. Declare an office vacant due to misconduct or neglect of duties with a two-thirds vote;
- I. Perform other duties as directed by the membership.

ARTICLE X COMMITTEES

Section 1. Standing Committees. There shall be a minimum of seven (7) standing committees as follows: community volunteer service, health care, informative and protective services, legislative, membership, retirement education, and public relations. The President shall serve as ex-officio member of committees and approve the committee members with the approval of the executive committee.

Section 2. Duties. The duties of the standing committees shall coincide with the duties of the District and TRTA.

Section 3: The members shall be active members of TRTA and the Local Unit. Each chairman of a standing committee shall submit a yearly plan of action outlining goals at the August meeting and outcomes at the end of June (end of year).

Section 4. Special Committees may be established by the President, with the approval of the Executive Committee. Members may be Active or Associate members.

ARTICLE X1 MERGER and DISSOLUTION

Section 1. Merger. The Local Unit shall not enter into any merger requiring affiliation with any unions or associations.

Section 2. Dissolution. Dissolution or voluntary disaffiliation of the Local Unit shall comply with the following:

- A. Notice of the proposed dissolution or voluntary disaffiliation shall be given to TRTA at least thirty (30) days in advance of action being taken.
- B. Provision shall be made for the satisfaction of all liabilities of the Local Unit; and
- C. Upon the dissolution or voluntary disaffiliation, assets of the Local Unit remaining after satisfaction of its liabilities shall be held by TRTA for twelve (12) months unless a new local unit is organized. In this event, these assets shall be conveyed to the new local unit at the time it is chartered. If no new local unit is organized within twelve (12) months, the assets will be conveyed to TRTA.

ARTICLE X11 PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall be the authority on all questions of procedure not specified in these bylaws.

ARTICLE X111 AMENDMENT OF BYLAWS

Amendments: These bylaws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided that the proposed amendments have been submitted in writing at least 30 days prior to the meeting.

ARTICLE XIV OPERATIONAL AND FISCAL CALENDAR

The operational and fiscal calendar of the Brownsville Area Retired School Employees Association shall be July 1 through June 30.