

**NORTH SAN ANTONIO RETIRED TEACHERS ASSOCIATION (NSARTA)  
UNIT 122 DISTRICT 20**

**AMENDED BYLAWS OCTOBER 16, 2019 – PENDING ADOPTION**

**ARTICLE I. NAME**

The name of this local shall be the **North San Antonio Retired Teachers Association (NSARTA)** hereinafter referred to as the “Local Unit.” The local unit shall affiliate only with the Texas Retired Teachers Association hereinafter referred to as TRTA.

**ARTICLE II. OBJECTIVES**

The objectives of the local unit shall be: to promote the professional, intellectual, social, and healthy well-being of retired school personnel; to encourage retired school personnel to give voluntarily of their time, talents, and experience in furthering the educational and civic endeavors in the community; to promote membership in the local unit and TRTA; and to provide and maintain a functional and united organization for all retired school personnel.

**ARTICLE III. MEMBERS**

**Section 1. Classification of Members.**

- A. Any retired school personnel or beneficiary who is an annuitant from a teacher retirement system may become a 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 upon payment of dues.

**Section 2. Privileges.** Members and Associate Members shall have all the privileges of membership except Associate Members shall not be elected to District offices or as delegates to the TRTA Convention.

**Section 3. Dues.** The Local Unit dues for all classes of members shall be determined by the vote of the membership. Annual dues for both Regular and Associate Members shall be the prevailing assessment at the time of initial membership or the prevailing assessment at the time of renewal. Members shall pay TRTA dues annually on a fiscal year basis, either directly to TRTA, by deduction from the member’s monthly TRS annuity, by bank draft, or to the Local Unit Membership Chairman beginning March 1. The Local Unit dues shall be paid to the Local Unit Membership Chairman beginning March 1. The total amount shall be comprised of Local Unit and TRTA dues. TRTA Life Members will pay Local Unit dues only. The fiscal year shall be from July 1 through June 30.

**ARTICLE IV. OFFICERS**

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

**Section 2. Appointive Officers.** The appointive officers shall be a Parliamentarian, Legislative Coordinator, Chaplain, Historian, Registrar, and Newsletter Editor. Others may be appointed according to need.

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**Section 3. Duties of Officers.**

**A. The president shall:**

1. Preside at meetings of the local unit;
2. Respond promptly and accurately to memoranda and requests for action from the TRTA administrative office and from the District;
3. Regularly inform the local membership of TRTA, District, and Local Unit activities;
4. Provide, or cause to be provided, an interesting program at each meeting;
5. Invite the District President and local legislator(s) to attend at least one meeting each year;
6. Appoint the chairs of all committees, except the nominating committee, in sufficient time to send the committee chairmen to the Spring Leadership Development Conference in the respective TRTA District;
7. Appoint a Historian and Parliamentarian;
8. Serve as coordinator of the Awards Program for the Local Unit and distribute Local Unit awards;
9. Serve as Ex-Officio Member of the Bylaws Committee;
10. Submit the names of elected officers to TRTA and District President; and
11. Perform other administrative and public relations tasks as outlined in the TRTA Leadership Manual and other duties necessary to fulfill the objectives of TRTA.

**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 chair of the Membership Committee;
3. Work with the Treasurer in coordinating the membership campaign;
4. Keep the District Membership Committee Chair 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 chair of the Public Relations Committee;
3. Coordinate the Children's Book Project; and
4. Perform such other duties as necessary to fulfill the objectives of TRTA.

**D. The Recording Secretary shall:**

1. Keep, or cause to be kept, an accurate record of the proceedings of the meetings, in accordance with the guidelines established in the TRTA Leadership Manual; and
2. Perform such other duties as necessary to fulfill the objectives of TRTA.

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**E. The Corresponding Secretary shall:**

1. Send cards, texts, and emails, or make telephone calls of care and concern to members;
2. Perform such other duties as are requested by the President, Executive Committee, or Board of Directors

**F. The Treasurer shall:**

1. Deposit and record the receipt of dues each month;
2. Prepare the annual budget for review by the Board of Directors and approval by the membership;
3. Pay all bills, as approved in the budget;
4. Keep an accurate record of all financial transactions;
5. Prepare financial reports for regular meetings;
6. Assemble material and prepare an annual financial report for audit;
7. Complete and submit TRTA tax reporting activity forms; and
8. Perform other such duties as necessary to fulfill the objectives of TRTA.

**G. The Parliamentarian shall:**

1. Be familiar with the bylaws and with the latest edition of Robert's Rules of Order Newly AMENDED;
2. Keep the local unit bylaws in compliance with the TRTA and district bylaws;
3. Furnish information on parliamentary procedure to members upon request;
4. At each meeting, ensure members have available a laminated card with proper procedures for stating a motion;
5. Serve as chair of the bylaws committee;
6. Receive suggested changes to the bylaws and have the bylaws committee act upon them;
7. Present proposed changes to the Executive Committee for consideration and recommendation; and
8. Present final recommendations of proposed change(s) to the Board of Directors and members.

**H. The chaplain shall:**

1. Be responsible for a public prayer or other creative alternatives before each regular meeting and luncheon;
2. Use forms and vocabulary that allow persons of different faiths to give assent to what is said.

**I. The Historian shall:**

1. Preserve a record of local activities and accomplishments, such as a scrapbook or digital photos for the local Facebook page, website, slide show, or newsletter;

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2. Create and send to the District Historian the slides of your unit for the State Memory Book slide show; and
3. Update the history of the local unit annually.

**J. The Legislative Coordinator shall:**

1. Relay to members information received from TRTA and the district legislative committee chairs;
2. Serve as chair of the Legislative Committee;
3. Gather legislative information of local interest and make a legislative report at each meeting;
4. Organize a local contact team (one to three members) for each local Texas Senator and Representative and US Congressman representing the Local Unit area to relay TRTA legislative priorities and concerns;
5. During the fall months before the legislative biennium session, coordinate with the 2<sup>nd</sup> Vice-President to invite local legislators to speak at the Local Unit meetings on current issues of interest to retired school personnel.
6. Attend the legislative training session at the Spring Leadership Development Conference and, if possible, attend the legislative training session at the TRTA Convention.

**K. The Newsletter Editor shall:**

1. Coordinate the publication of timely newsletters and promote the local unit webpage and social media;
2. Establish publishing deadlines;
3. Edit contributor articles and information for accuracy and clarity;
4. Prepare final copy for email distribution and coordinate print version for publication and mailing;
5. Disseminate TRTA and District 20 communications as requested by the President, Executive Committee members, and committee chairs.

**ARTICLE V. NOMINATIONS AND ELECTIONS**

**Section 1. Composition.**

- A. For elective officers, the nominating committee shall consist of the Immediate Past President as chair, and four members elected by the Local Unit at the November meeting.
- B. Appointive officers shall be selected by the incoming or continuing President with the Board of Directors approval prior to the September meeting.

**Section 2. Duties.** The nominating committee will report the slate of officers to the members at the January meeting, providing at least one name for each vacancy.

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**Section 3. Election.** At the February meeting, after the nominating committee report has been presented, nominations from the floor are permitted with the prior consent of the nominee. Election shall be by ballot, but if there is only one nominee for a vacancy, election for that office may be by voice. A majority of votes cast shall be necessary for election. Newly elected officers shall be trained during the District 20 Spring Leadership Development Conference.

**Section 4. Terms of Office.**

- A. All elective officers shall take office on July 1<sup>st</sup> following their election. They shall serve for an initial two years. They shall be eligible for re-election for an additional two-year consecutive term, or until their successors are elected and take office.
- B. Appointive officers shall take office on July 1<sup>st</sup> following their initial appointment for a two-year term. Subsequent reappointments are subject to the provisions of ARTICLE V. Section 1. B. above.

**Section 5. Vacancy.**

- A. 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 became an officer by virtue of filling a vacancy in that office shall be eligible for re-election to that same office.
- B. A vacancy occurring in any appointive office shall be filled by the President with the approval of the Board of Directors.

**ARTICLE VI. MEETINGS**

**Section 1. Meetings.** As determined by the Executive Board, regular meetings shall be held monthly, September through May, except December, which is an annual luncheon. Meetings shall be held on the third Wednesday of the month unless notified otherwise. TRTA requires a minimum of six (6) meetings annually.

**Section 2. Voting Members.** The voting members shall be Members and Associate Members whose dues are not in arrears.

**Section 3. Quorum.** A majority of the membership present shall constitute a quorum.

**Section 4. Special Meetings.** Special meetings may be called by the President or by a majority of the Executive Board. Members must be notified prior to the meeting.

**ARTICLE VII. EXECUTIVE BOARD**

**Section 1. Composition.** The Executive Board shall consist of the elected officers, the Parliamentarian, and the Immediate Past President.

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**Section 2. Meetings.** The Executive Board shall meet at the call of the President and other times as deemed necessary. The incoming or continuing President may call a meeting prior to the September meeting for the purpose of approving appointments and making plans for the coming year.

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

**Section 4. Duties.** The Duties of the Executive Board shall be to:

- A. Conduct the business of the Unit between general meetings of the membership;
- B. Have emergency power to act for the Board of Directors between meetings of the Board;
- C. Recommend a budget for adoption by the membership;
- D. Establish committees, as necessary;
- E. Secure bonding as deemed necessary for the signatory officers;
- 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; and
- I. Perform other duties as directed by the membership.

**ARTICLE VIII. COMMITTEES**

**Section 1. Standing Committees.**

- A. There shall be a minimum of four (4) TRTA required standing committees as follows: Community Volunteer Service, Legislative, Membership, and Public Relations. Other committees may be appointed as deemed necessary.
- B. Local Standing Committees may include Audit, Budget, Bylaws, Healthy Living, Hospitality, Informative and Protective Services, Members Benefits, and Retirement Education.
- C. Local member activity groups include the Stitchery Group (community service), Book Club, and the Bridge Club.

**Section 2. Terms of Office.** Standing Committee Chairs serve an initial term of two years as appointed by the President and approved by the Board of Directors. They may be reappointed for additional two-year terms at the discretion of the President and as approved by the Board of Directors.

**Section 3. Duties.** The duties of the standing committees shall coincide with the duties of the District and TRTA.

**A. The Community Volunteer Service Committee shall:**

- 1. Disseminate information from the state and district community volunteer service committee chairs;

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2. Identify local community's need for volunteers and communicate these opportunities to members;
3. Recognize volunteer work of significant interest to the membership at each meeting;
4. Coordinate with the public relations chair in publicizing volunteer activities;
5. Keep accurate records of community volunteer hours;
6. Use the CVS Hours Submit link ([trta.org/cvsform](http://trta.org/cvsform)) to submit total local unit CVS hours by March 1; and
7. Attend the community volunteer service training session at the Spring Leadership Development Conference and, if possible, attend the Community Volunteer Service training session at the TRTA Convention.

**B. The Legislative Committee shall:**

1. Provide leadership to unit members in promoting and monitoring legislation that will affect retired school employees and all older adults in general.
2. Establish a good working relationship and rapport with legislators and their staffs.

**C. The Membership Committee shall:**

1. Report member dues on TRTACONnect between the 1<sup>st</sup> and 15<sup>th</sup> of each month;
2. Provide current membership data to President and Membership Chair (First Vice-President);
3. Welcome and recognize guests;
4. Relate information received from TRTA and district membership committee chairs to local unit members;
5. Develop a plan to involve members to recruit, retain, and regain;
6. Report membership progress at each meeting;
7. Establish a list of assignments indicating who is responsible and when each task is to be completed;
8. Request reports on accomplishment of assigned tasks;
9. Work with retirement education committee chair; and
10. Assist as requested to help in the publication of the Unit Year Book.

**D. The Public Relations Committee shall:**

1. Publicize TRTA state, district, and local unit activities and projects to the general public, all active and retired school employees, and elected officials;
2. Promote effective media coverage of meetings and activities;
3. Establish working relationships with the local press and media through personal visits and/or contacts;
4. Ensure the publication of timely newsletters and promote or work with the technology contact to maintain local unit webpage, newsletters, and social media;
5. Promote the TRTA website including the Inside Line;

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6. Promote, coordinate or work with the Children’s Book Project chair and submit local unit count to the district second vice–president by February 15;
7. Inform TRTA of special unit projects and accomplishments; and
8. Give the Historian copies of media coverage.

**E. The Audit Committee shall:**

1. Be composed of members appointed by the President at the March meeting;
2. Audit the books at the close of the fiscal year;
3. Report findings to members at the September meeting.

**F. The Budget Committee shall:**

1. Be composed of the President, Treasurer, Immediate Past President, and any outgoing treasurer, and will meet before the scheduled August Board meeting;
2. Prepare a tentative budget that will be presented to the Board at the August meeting;
3. Present the modified budget for adoption at the September meeting.

**G. The Bylaws Committee shall:**

1. Receive TRTA and District bylaws changes from the district chair; and
2. Ensure that changes are made to the local unit bylaws in order to comply with TRTA and district bylaws.

**H. The Healthy Living Committee shall:**

1. Relay information received from the state and district healthy living chairs to the members;
2. Gather information of local interest to retired school and higher education personnel and notify the members;
3. Establish working contacts with persons, organizations, and agencies in the community that have information and expertise in the health care field;
4. Attend and urge members to attend community forums, health fairs, or special training events relative to health care;
5. Report at each meeting something of significant interest to the membership even if only a tidbit from the newspaper, radio, or television, resource guide, or a reputable online source;
6. Plan at least one (1) Healthy Living Program for the local unit each year;
7. Encourage participation in the TRTA “Project: Healthy Living” program;
8. Become knowledgeable about community resources;
9. Complete the TRTA “Health Care Check: How Healthy is Your Local Unit?” report form for your unit. Submit the local unit annual report to the district healthy living committee chair by due date; and



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10. Attend the Healthy Living training session at the Spring Leadership Development Conference and, if possible, attend the healthy living training session at the TRTA Convention.

**I. The Hospitality Committee shall:**

1. Greet members and guests upon their arrival;
2. Secure volunteers to provide healthful snacks for all other general membership meetings, except for December, which is a catered sit-down meal, and May, which is a potluck; also, the Board of Directors shall provide the refreshments for the September and January meetings;
3. Coordinate with venue staff on the appropriate setup for tables and chairs;
4. Coordinate the theme of the month decorations;
5. Set up the food and beverage stations; and
6. At the end of the meeting, ensure the venue area (including the kitchen) is in order.

**J. The Informative and Protective Services Committee shall:**

1. Disseminate information from the district informative and protective services committee chair;
2. Establish contacts with persons, organizations and agencies in the community that have access to information, or perform useful services for mid-life and other senior citizens;
3. Recommend conducting one complete program per year on a subject pertaining to informative and protective services;
4. Report at each meeting something from the monthly state-generated article, Quick Blips, or something of significant interest to the membership, even if only a tidbit from the newspaper, radio or television or include something in your newsletter to local members;
5. Provide assistance to those requiring help by supplying information and assistance to members relative to questionable dealings and personal problems; and
6. Attend the informative and protective services training session at the Spring Leadership Development Conference and, if possible, attend the Informative and Protective Services training session at the TRTA Convention.

**K. The Member Benefits Committee shall:**

1. Relate information received from TRTA and district member benefits committee to local unit members. Feature a member benefit of the month at local unit meetings;
2. Report member benefits usage and needs to the district member benefits committee;
3. Meet with local unit public relations, retirement education, and membership committees to promote membership and member satisfaction through usage of TRTA member benefits;

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4. Attend the member benefits training session at the Spring Leadership Development Conference; and
5. If possible, attend the member benefits training session at the TRTA Convention.

**L. The Retirement Education Committee shall:**

1. Provide retirement education information received from TRTA to active school personnel;
2. Plan and increase special activities such as seminars, fairs, programs and individual contact. If necessary, combine activities with several local units;
3. Assist and encourage district retirement education committee chairs with retirement activities when appropriate;
4. Promote and provide retirement information of interest to retirees and active school personnel when appropriate;
5. Complete the retirement education report form for the Local Unit. Submit the Local Unit report to the district retirement education committee chair by due date;
6. Communicate retirement events to appropriate sources for publication; and
7. Attend the retirement education training session at the Spring Leadership Development Conference and, if possible, attend the retirement education training session at the TRTA Convention.

**ARTICLE IX. BOARD OF DIRECTORS**

**Section 1. Composition:** The Board of Directors shall be composed of all Elective and Appointive Officers, Immediate Past President, Standing Committee Chairs, and Local Unit Activity Group Coordinators. The President shall preside over the Board of Directors.

**Section 2. Terms of Office:** The terms of office of all members of the Board of Directors shall coincide with their board qualifying positions. The President recommends individuals to fill vacancies subject to the approval of Board members.

**Section 3. Duties:** The Board of Directors shall:

- A. Have the authority to administer the affairs of the organization between general membership business meetings and shall make recommendations to the membership.
- B. Be subject to the orders of the Local Unit members and none of its actions shall conflict with a action taken by the membership.
- C. Approve a budget for the year, to be voted upon by the membership at the next regular local membership meeting.
- D. Recommend, as appropriate, establishment of additional Standing and Special Committees.
- E. Nominate delegates to the TRTA Convention for election by the membership. The President, Legislative Coordinator, and newly elected officers should be given priority. If additional delegates are needed consideration shall be given to other board members.

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**Section 4. Meetings:** The President shall convene the Board of Directors for two (2) meetings each year.

- A. At an August meeting the Board shall review proposed programs for the coming year, approve the appointment/reappointment of standing committee chairs, and approve an annual budget for presentation to the membership at the September meeting for its adoption. Additional business shall be conducted as deemed necessary by the President and such business as may be brought forward by the members of the Board.
- B. A second board meeting shall be held in January to review accomplishment of goals set forth for the preceding four meetings and review goals for the remainder of the year. Additional business shall be conducted as deemed necessary by the President and such business as may be brought forward by the members of the Board.

**ARTICLE X. 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 XI. PARLIAMENTARY AUTHORITY**

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

**ARTICLE XII. AMENDMENT**

These bylaws may be amended at any regular or called meeting by a two-thirds affirmative vote of the members present and voting, provided that the proposed amendments have been submitted in writing to the Executive Committee for approval at the previous meeting.

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**Amendment Log**

Adopted Original Bylaws January 22, 1976

Revised March 20, 1991 (Compliance with TRTA Bylaws)

Amended October 21, 1992 (Increased local dues \$5 to \$8 and local life dues \$50 to \$80)

Amended March 15, 1995 (Treasurer may be elected for additional consecutive terms.)

Amended October 15, 1997 (Increased local dues from \$8 to \$10 and local life dues from \$80 to \$100)

Amended September 16, 1998 (Local life membership no longer offered; state dues increased \$15 to \$25 and state life membership increased from \$450 to \$750)

Amended September 15, 1999 (Dues and fees same for active and associate members: \$35)

Amended October 20, 1999 (Established office of President-Elect; increased local dues from \$10.00 to \$12.00. Added #5 Standing Rule: Participation in NSARTA interest groups requires membership at both the local and state TRTA levels)

Amended May 15, 2002 (Restated Officer qualifications: associate membership eligibility to vote and to hold office at local level)

Revised February 19, 2003 (Compliance with TRTA Bylaws: Objectives, Affiliation, Associate Members; dues for active and associate members: \$37; Duties of President-Elect, 1st V.P., 2nd V.P., and Historian)

Revised, October 18, 2006 (increased dues to \$40).

Amended April 17, 2013 Article V, Section 4. Term of Office. Changed to allow re-election for additional consecutive terms; NOTE: This amendment rescinds the unpublished October 17, 2012 change to two-year terms intended to parallel TRT A bylaws. The original "one year" term remains as printed herein.

Amended April 17, 2013 The Office of President-Elect was deleted-Article V, Section 6B; all preceding and subsequent references to "President-Elect" deleted.

Amended April 17, 2013 Article VIII. Committees; Section I. Types; A. Standing Committees: Minimum number of members reduced from 5 to 3 with at least 2/3rds percent continuing committee members. The Legislative Committee minimum number of members reduced from 20 to 5 with at least 60 percent continuing committee members.

Amended April 20, 2016 ARTICLE IV Membership Section 3. Updated to include current methods of membership payment and deletion of specific dollar amounts.

Amended April 17, 2013 ARTICLE V Section 4 Term of Office. Updated to align Unit terms of office with that of TRTA.

**Amended October 16, 2019.** Aligned bylaws content and format with the TRTA suggested template. This version retains the basic contents of the original 1976 NSARTA Bylaws and amendments thereto, except for the Standing Rules. Those were either incorporated into the appropriate sections of the new format or deleted if no longer needed. Sections dealing with the primary duties of officers and standing committees and their chairs are drawn largely from the 2019-2020 TRTA Leadership Manual.