

CONSTITUTION & BYLAWS

ARTICLE I: NAME

This organization shall be known as the **Carrollton-Farmers Branch Retired School Personnel Association**, hereafter referred to as the **C-FB RSPA**.

ARTICLE II: PURPOSES

1. To maintain and improve the social, educational, economic and recreational welfare of retired school personnel in the Carrollton-Farmers Branch community, the State of Texas and the nation.
2. To provide and maintain a functional united organization for all active and retired public school employees.
3. To cooperate with other associations such as TRTA & District X of retired and active persons in solving problems of mutual concern, to elevate the status of all retired public employees and to afford opportunities for united action in solving problems relate to the needs of retired public school employees.
4. To help retired teachers maintain identity with the teaching profession, and to further the cause of education.
5. To encourage active educators to prepare for retirement and to gather and disseminate information of benefit to members, as well as to respond to community needs.

ARTICLE III: MEMBERSHIP

1. Members of this Association shall be of two classes: Active and Associate.
2. Active Members: Any retired public school employee of the nation who is an annuitant or who is eligible to receive benefits from a Teacher Retirement System may become an Active member of this Association upon payment of dues to this local retired teachers unit and to the Texas Retired Teachers Association, providing that the local RTA unit to which the retiree belongs has paid the annual dues to the District X organization.
3. Associate Members: Any person who is interested in education and who desires to promote the purposes of the Association as set forth in Article II above may become an Associate member of the Association upon payment of the dues. Associate members shall have all the rights of an Active member with the exception of the right to vote and to hold office.
4. Annual membership dues in the C-FB Retired School Personnel Association shall be ten (\$10) for Active Members and Associate Members.
5. Members are required to join the Texas Retired Teachers Association; dues are thirty-five (\$35) dollars payable to the state or local unit.
6. The fiscal year and the membership year for the C-FB Retired School Personnel Association shall be from July 1 of each year extending through June 30 of the following year.
7. Since C-FB RSPA is inactive in the summer, the membership drive shall begin in April.

ARTICLE IV: OFFICERS

1. All officers of the Association shall be active members of C-FB RSPA and TRTA. Officers shall be elected or appointed.
2. The elected officers shall be a President, three (3) Vice-Presidents, a Secretary, and a Treasurer. These shall constitute the Executive Committee, together with the Historian, Parliamentarian, Immediate Past President, and Standing Committee Chairmen.
3. The appointed officers shall be a Historian and a Parliamentarian. These officers shall be appointed by the President and approved by the Executive Committee.

ARTICLE V: ELECTION AND TERMS OF OFFICE

1. The elected officers of President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, and Treasurer shall be elected to serve two-year terms. The term of office for all elected officers shall coincide with the fiscal year, (July 1 through June 30 for two years.)
2. A vacancy occurring in the office of the President shall be filled by the elected officers in the following order of listing: First Vice-President, Second Vice-President, Third Vice-President, Secretary, and Treasurer.
3. The President, with the approval of the Executive Committee, shall appoint a member to fill the vacancy occurring in any other elected or appointed office for the remainder of that term.
4. Election: At the regular April meeting the Nominating Committee shall present the proposed slate to the membership. The election shall occur in May. Additional nominations may be made from the floor provided the persons so nominated signify their willingness to serve if elected. Election shall be by ballot, except that, if there is only (1) nominee for an office, the vote may be by voice for that office. The elected officers shall be installed at the May meeting.

ARTICLE VI: MEETINGS OF THE ASSOCIATION

1. There shall be a minimum of six (6) meetings/luncheons of the C-FB RSPA each year with the time and place of each meeting to be announced by the President and published in the newsletter.
2. A quorum shall consist of members present.
3. Special meetings may be called by the President.
4. Executive Committee meetings shall be held at the call of the President. The Executive Committee shall have a minimum of one (1) meeting each year to formulate plans for the coming year. The Committee shall meet prior to July 1 for the purpose of making plans for the coming year. A quorum shall consist of a majority of the members of the Executive Committee.

ARTICLE VII: COMMITTEES

1. The Committees of the Association shall be three (3) kinds: Standing, Special, and Nominating.

2. The Standing Committees shall be: Membership/Luncheon, Public Relations, Program, Legislative, Community Volunteer Service, Retirement Education, Informative and Protective Services, Healthy Living, Member Benefits, Constitution and Bylaws, and Technology.
3. Composition and Terms of Standing Committees: Each of the Standing Committees shall be composed of a chairman and members. The chairmen shall be appointed by the President for a period of two years and shall be subject to reappointment; the committee members shall be appointed by the Chairman, in consultation with the President.
4. Special Committees shall be appointed by the President and Executive Committee as the need arises.
5. A Nominating Committee of four (4) members shall be elected at the October meeting. A fifth member, the Immediate Past President, shall serve as chairman. The committee shall prepare a slate of one or more nominees for each office to be filled, having ascertained, in advance, the nominees' willingness to serve.
6. Duties of the Standing Committees are outlined in the Bylaws.

ARTICLE VIII: AFFILIATION AND GOVERNANCE

1. The Carrollton-Farmers Branch Retired School Personnel Association shall be affiliated with the Texas Retired Teachers Association and District X of Texas Retired Teachers Association.
2. The Carrollton-Farmers Branch RSPA shall be governed by its own officially adopted Bylaws.
3. The Carrollton-Farmers Branch RSPA Bylaws shall in no way conflict with the Bylaws of the Texas Retired Teachers Association and District X Constitution and Bylaws.

ARTICLE IX: AMENDMENTS

1. This Constitution and Bylaws may be amended at any regular or called meeting of the C-FB RSPA provided that a written notice and copy of any proposed amendment shall have been furnished to the membership prior to the meeting, a quorum is present, and there is a two-third (2/3) majority affirmative vote of those members present and voting.
2. These Bylaws shall automatically change to conform to any changes made in the District X Texas Retired Teachers Association Constitution and Bylaws, if applicable.

BYLAWS

C-FB RSPA, TEXAS RETIRED TEACHERS ASSOCIATION

ARTICLE I: DUTIES OF OFFICERS, ELECTED AND APPOINTED

The President shall:

1. Preside over all meetings of the C-FB RSPA and at meetings of the 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. Be responsible for the preparation of an annual budget, which upon approval by the Executive Committee, shall then be presented to the membership. Be a delegate to the annual TRTA Convention and serve as chairman of the C-FB RSPA delegation.

The Immediate Past President shall:

1. Serve as chairman of the Nominating Committee.
2. Serve as a member of the Executive Committee.
3. Assist the President in duties as requested by the President.

The First Vice-President shall:

1. Be Chairman of the Membership Committee.
2. Handle all details associated with the Six Luncheon Meetings.
3. Appoint the members of the Membership Committee, Lunch Bunch , & Field Trip Committee.
4. Preside at meetings in the absence of the President or at the request of the President.
5. Serve as Delegate to the annual TRTA Convention.

The Second Vice-President shall:

1. Be Chairman of the Public Relations Committee and shall appoint its members.
2. Serve as the Webmaster and Newsletter Editor.
3. Serve as or appoint the Coordinator of the Children's Book Project.
4. Serve as Delegate to the annual TRTA Convention.
5. Preside at meetings in the absence of the President and the First Vice-President.

The Third Vice-President shall:

1. Be responsible for the programs at all regular meetings.

The Secretary shall:

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

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. Forward membership dues to the Texas Retired Teachers Association.

The Historian shall:

1. Keep a chronological history of the C-FB RSPA .
2. Create an album for display and submission to District X.

The Parliamentarian shall:

1. Be familiar with the Constitution and the Bylaws 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 Constitution and Bylaws Committee.

ARTICLE II: EXECUTIVE COMMITTEE

1. **The Executive Committee:** The Executive Committee of C-FB RSPA shall consist of elected officers, appointed officers, the Immediate Past President, and Standing Committee Chairmen. The Committee shall have duties on the Local level similar to those on the District level.
2. **Duties:** The Executive Committee shall sit as the governing board of the Carrollton-Farmers Branch Retired Personnel Association. It shall have power to transact the business of the association; initiate, develop and determine the policies of the association; and appoint officers as provided in these Bylaws.
3. **Limitation of Liability:** A member of the Executive Committee is not liable to the C-FB RSPA or District X members for monetary damages for an act of omission in the Board member's capacity as a Board member, except that this provision does not eliminate or limit the liability of a Board member for:
 - a. A breach of Board member's duty of loyalty to the district or its members;
 - b. An act of omission not in good faith or that involves intentional misconduct or knowing violation of the law;
 - c. A transaction from which a Board member received an improper benefit, whether or not the benefit resulted from an action taken within the scope of the Board member's office;
 - d. An act or omission for which the liability of a Board member is expressly provided for by statute; or
 - e. An act related to an unlawful stock repurchase or payment of a dividend

ARTICLE III: DUTIES OF STANDING COMMITTEES AND OF THE NOMINATING COMMITTEE

1. **Standing Committee Chairman:** Each Standing Committee Chairman shall disseminate information and materials received from his/ her State counterpart to Local unit counterparts and shall make a report of his committee at the request of the President and Executive Committee.

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, be responsible for the name tags 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. This 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 raise funds and purchase books for Carrollton/Farmers Branch elementary students. This committee will research which school 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 of that school.
5. **Program Committee:** Chaired by the Third 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 X 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. Muster the strength of the membership quickly by using email, organizing a telephone committee and/or letter writing groups.
7. **Constitution and Bylaws:** This committee, chaired by the Parliamentarian, shall be charged with the revision of the Constitution and Bylaws in accordance with instructions from the Association.
8. **Community Volunteer Service:** The Community Volunteer Service Committee shall work with the District X Community Volunteer Service Committee and with local community needs to develop and execute programs of community service that are identifiable as contributions of their units.
9. **Retirement Education:** The Retirement Education Committee shall cooperate with the Retirement Education Committee of TRTA District X in developing and sponsoring retirement education and planning programs and/or workshops for active and retired school personnel.
10. **Informative and Protective Services:** This Committee shall work with the District X Informative and Protective Services Committees to gather and disseminate information to retired school personnel for their well-being and render service to those requiring help in solving personal problems of retirement.
11. **Healthy Living:** This Committee shall cooperate with the Healthy Living Committee of District X to develop and initiate programs for the maintenance of good health for retirees.
10. **Member Benefits:** This Committee shall work with the Member Benefits Committee of District X to gather and disseminate information regarding programs that will benefit TRTA members.

11. **Technology:** The Technology Committee shall work with TRTA Technology personnel and District X with setting up and updating a local unit web page. The Technology Chair shall keep the C-FB web page updated as requested by the President.
12. **The Nominating Committee:** At the regular meeting of the Association in October, members of the C-FB RSPA shall elect a Nominating Committee of four (4) members. A fifth member, the Immediate Past President, shall serve as chairman. The committee shall prepare a slate of one or more nominees for each office to be filled, having ascertained in advance, the nominees' willingness to serve. At the regular April meeting this committee shall present the proposed slate to the membership. The election shall occur in May. Additional nominations may be made from the floor provided the persons so nominated signify their willingness to serve if elected. Election shall be by ballot, except that, if there is only one (1) nominee for an office, the vote may be by voice for that office. The elected officers shall be installed at the May meeting.

ARTICLE IV: SELECTION OF STANDING AND SPECIAL COMMITTEES

1. Standing and Special Committees: Standing and Special Committees, as selected by the committee chairman, with the exception of the Nominating Committee, shall be appointed by the President.
2. Nominating Committee: The Nominating Committee shall be elected as provided in Article III, 12, above.

ARTICLE V: FISCAL YEAR AND DUES

1. The fiscal year of C-FB RSPA, District X, TRTA, shall begin on July 1 of each year and shall end of June 30 of the following year.

ARTICLE VI: 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. Meeting dates are set and announced at the first fall meeting.
2. A quorum of the Nominating Committee shall be at least three members.

ARTICLE VII: Adoption and Effective Date

These bylaws shall become effective at the beginning of the next fiscal year, provided, however, that nothing in the Bylaws shall impair any acts of proceedings heretofore undertaken by or on behalf of the Carrollton-Farmers Branch Retired School Personnel Association.

Originally Adopted May 19, 1998

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

Parliamentarian: Barbara Gilbert

Parliamentary Committee: Linda Tole, President; Linda Bambina, First Vice-President