



TRTA Certificate of Affiliation

The Board of Directors shall maintain a certificate of affiliation for each Local Unit meeting the requirements outlined in this policy.

Membership

If an affiliated Local Unit is organized after January 1st of any fiscal year, TRTA membership dues received from its members shall be for the fiscal year, as well as being credited to the following fiscal year.

The Treasurer of each affiliated Local Unit shall forward any TRTA dues to the TRTA administrative office by the end of each month, except for new membership dues received in January or February which the Treasurer shall submit to the TRTA administrative office in March.

Officers

The election of officers shall be conducted annually in sufficient time to send the officers to the Spring Leadership Training Conference in the respective TRTA District.

Committees

A Local Unit may appoint additional committees as necessary.

The appointment of committee chairmen shall be completed annually after the election of officers for the Local Unit, but in sufficient time to send the committee chairmen to the Spring Leadership Training Conference in the respective TRTA Office.

Limitations

Prior to initiating any action not stated in the TRTA purposes and objectives [see TRTA Bylaws], a Local Unit shall request approval from the Board of Directors.

Affiliated Local Units may use the TRTA logo or acronym only when fulfilling the objectives of TRTA.

Please use the form below to report that the Local Unit meets the standards for being issued a Certificate of Affiliation. Be sure to show the name of the Local Unit exactly as you want it on the Certificate of Affiliation.

Complete and mail to:

TRTA
313 E. 12th Street, Suite 200
Austin, Texas 78701-1957

Please be advised that this Local Unit has fulfilled requirements and is entitled to a Certificate of Affiliation.

Issue the Certificate to _____
Name of Local Unit

Located at _____, Texas
Address City

Date _____ Signed _____
President

Address _____

City _____ State _____ Zip _____



New Local Unit Formation Guidelines*

1. Determine potential area for new local unit.
2. Contact the TRTA office or the TRTA Membership Chairman to notify of intent to form a new local unit.
3. Receive confirmation to proceed from TRTA.
4. TRTA will assign mentors (1 – TRTA, 1 – District).
5. TRTA will provide a new local unit organizational packet.
6. Identify/recruit local leader partners.
7. Recruit members: contact prospects at campus/ISD meetings, retirement education events, media events, personal contacts, and other personal communications.
8. Conduct organizational meetings: elect officers/appoint chairmen, develop bylaws which include agreement to TRTA affiliation requirements, establish operational guidelines, determine dues, schedule future meetings.
9. File an affiliation request with TRTA and request start up funding (\$300).
10. Receive affiliation certificate from TRTA.
11. Conduct an affiliation recognition event.

*Much of these guidelines can be used in rebuilding a struggling local unit.

Organizing a New Local Unit (suggested)

1. Establish contact people in the area who will help create an interest in organizing a new unit.
2. Secure a list of all retirees in the locality in which the unit is to be organized. Possible sources of information: superintendents of schools, personnel office in city schools, friend/acquaintances and TRTA (800.880.1650)
3. Secure a place for the meeting and arrange date and hours.
4. Announce the meeting through local newspapers, radio, and television.
 - a. Provide an explanation of what the Retired Teachers Association is.
 - b. Invite retired teachers, administrators, and all other retired school employees.
5. Pre-arrange a temporary chairman and a temporary secretary. The temporary chairman is usually the person who has helped arrange the meeting.
6. Notify and request from the TRTA office the organizational packet and start up funds.
7. At the meeting, the temporary chairman conducts the meeting and the temporary secretary keeps a record of proceedings.
 - a. Give a welcome and thank retirees for their interest in organizing a local unit for retired school personnel.
 - b. Provide nametags and have people introduce themselves. Introduce any special guests.
 - c. Have a TRTA member explain the benefits of belonging to a local unit of TRTA.
 - d. Name a Nominating Committee to select a slate of officers-President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
 - e. Decide on a name for the unit, amount of dues, committees needed, and appoint a Bylaws Committee to draft proposed bylaws.
 - f. Announce the date, time, and place of the next meeting.
 - g. Set a deadline for becoming charter members and when dues must be paid.
 - h. Name a Telephone committee to remind members of the next meeting a few days before the meeting is scheduled.
8. At the second meeting, the temporary chairman has the Nominating Committee report the slate of officers.
 - a. Ask for any nominations from the floor and elect officers.
 - b. Have a TRTA member install the officers so they can take over.
 - c. Have the bylaws Committee report on the draft bylaws so they can be discussed and adopted.
 - d. Collect dues and complete the charter application.
 - e. Select a bank for the newly formed local unit.
 - f. Announce the date, time, and place of the next meeting.
9. The president should receive a copy of the *TRTA Leadership Manual*.