

2018 Bylaw Proposal #1

10.12 Meetings

- 10.12.1** Member Chapter meetings shall be held at a time and location determined by the Chapter Executive Committee. Meetings will be held no less than 14 days apart and no more than 60 days apart.
- 10.12.2** At least one-tenth (1/10 of the Individual members and commercial members, excluding the members of the Chapter Executive Committee, must be present in person, to constitute a quorum of members for the transaction of any business as may properly come before the meeting.
- 10.12.3** **Participation by electronic and telephone means Officers may participate in any regular or special meeting of the Chapter Executive Committee through the use of telephone or similar communication equipment so long as all members of the Chapter Executive Committee participating in such meetings can hear one another and respond properly to one another. Participation in a meeting in this manner shall constitute presence in person at such meetings**

2018 Bylaw Proposal #2

- 8.2.1** The annual meeting of the Corporation shall be held during the month of April **July** in each year at such time and place as the State Board of Trustees shall designate.

2018 Guideline Proposal #1

- G2.2 Commercial Member:** The Commercial Member dues shall be not less than \$100 per year and shall be classified as follows: \$100 Commercial Member \$250 Champion Member \$500 Grand Champion Member \$1000 or more Platinum Spurs Member. The board of trustees may prescribe various other benefits for each level of commercial membership. Benefits to the commercial member should be done in such a way to retain as much of the qualified tax deduction for their membership as possible.
- G2.2 Commercial Member:** The Commercial Member dues shall be not less than \$100 per **calendar** year (**January thru December, effective January 1, 2019**) and shall be classified as follows: \$100 Commercial Member \$250 Champion Member \$500 Grand Champion Member \$1000 or more Platinum Spurs Member. The board of trustees may prescribe various other benefits for each level of commercial membership. Benefits to the commercial member should be done in such a way to retain as much of the qualified tax deduction for their membership as possible.

2018 Guideline Proposal #2

Guideline 4 - State Representative Pro Tem

- G4.1** In the absence of a Member Chapter's State Representative at a meeting of the State Board of Trustees, a majority of the Member Chapter's Individual Members and Commercial Members present may elect one of their members to serve as the State Representative Pro Tem.
- G4.2** Such election may take place during the State Representative's Member Chapter's meeting or immediately prior to the meeting of the State Board of Trustees.
- G4.3** Such representative shall have the same authority as the State Representative.
- G4.4** Such representatives shall serve only for the meeting at which the Member Chapter's State Representative is unable to attend.

2018 Guideline Proposal #3

Guideline 4 - State Representative Pro Tem

- G4.1** In the absence of a Member Chapter's State Representative at a meeting of the State Board of Trustees, a majority of the Member Chapter's Individual Members and Commercial Members present may elect one of their members remaining Chapter Executive Committee Members to serve as the State Representative Pro Tem.
- G4.2** Such election may take place during the State Representative's Member Chapter's meeting or immediately prior to the meeting of the State Board of Trustees.
- G4.3** Such representative shall have the same authority as the State Representative.
- G4.4** Such representatives shall serve only for the meeting at which the Member Chapter's State Representative is unable to attend.

Meeting Rules Proposal #1

The following meeting rules were approved at the State Board of Trustees Meeting on January 23, 2011 **April 22, 2018**

In order to maintain order and fairness, the following rules of order will be adhered to at all state meetings and are suggested for use by the individual chapters. These rules shall not supersede nor take the precedence over any bylaws.

- 1. All meeting attendees must sign-in on attendance sheets provided by the State Secretary.**
- 2. Attendees are asked to place their phones on silent or vibrate to avoid disrupting the meeting.**
- 3. All attendees who use laptops during the meeting are asked to keep the sound low to keep from disrupting the meeting.**
- 4. Discussions on any motion or business shall be limited to ten (10) minutes. A simple majority called in the first ten minutes of discussion on any subject, unless none of the members signed in has further discussion to offer.**
- 5. Discussion will be civil and respectful with appropriate language. One person talks at a time.**
- 6. All motions and or committee reports must be submitted in writing to the State Secretary. Committee reports not submitted during the Board of Trustees meeting must be submitted within one week of the meeting.**
- 7. Only the Board of Trustees may address the floor at any Board of Trustees meeting. If time allows, the chair may **will** recognize further discussion from the general membership.**
- 8. Each person will be recognized only once, unless everyone desiring to speak has been recognized by the chair. Those wishing to speak should raise their hand while someone is speaking to let the chair know they wish to speak and their hand is being raised will be acknowledged.**

9. Voting by voice vote, show of hands or ballot shall be the option of the chair or at the request of the **a** Board of Trustee **member**.
10. Any proposal made on the floor may be sent back to committee for rewording and then brought back to the floor before a vote will take place.
11. Any chapter not in compliance with the Secretarial procedures and/or Treasurer Procedures may not be seated at the next scheduled meeting of the Board of Trustees.

Policy & Procedures
SECRETARIAL REPORTING PROCEDURES

1. In accordance with Article X of the Bylaws and Robert's Rules of Order, the following procedures have been established to facilitate record keeping and the distribution of information to the Board of Trustees and its Membership.
2. The Secretary is the recording officer of the assembly and the custodian of its records, except such as are specifically assigned to others.
3. These records are open to inspection by any member at reasonable times, and where a committee needs any record of a society for the proper performance of its duties.
4. Minutes should be a record of what the assembly does and not what is said by the membership. Complete Minutes must include the following: the kind of meeting i.e. regular or special, the name of the organization, the date, time and meeting place, verification of a quorum, a copy of the Treasurer's report and Committee reports, sign in sheet (noted with date and location), date, time and location of the next meeting and the time of adjournment. Minutes shall be in Black ink and typed on 8 1/2" by 11" white paper.
5. All motions (except those that were withdrawn) must include, the motion that was made, who made the motion, who seconded the motion and if the motion passed or failed. Only legal names are to be used in the body of the minutes, no nicknames shall be used.
6. The Chapter Membership must approve the minutes and noted as such in the minutes prior to emailing them to the State Secretary. Minutes must be emailed in WORD or .pdf format.
7. Minutes, and all supporting documentation, must be emailed to the State Secretary no later than the 15th of the following month. Minutes received after the 15th, will be considered late which may result in the Chapter Rep. not being seated at the next State Meeting and/or having a vote until

minutes are current.

8. Upon receipt of the minutes, the State Secretary will email the Chapter Secretary accepting the minutes or advising of any corrections or needed documents.
9. The Chapter Secretary will keep a hard copy of all monthly minutes in a paper file or a computer disk until the end of the year. These records may be copied for any individual who asks for them with notice.
10. The Chapter Secretary is responsible for the Chapter minutes, in that, they must ensure the Chapter minutes are done timely, as per these guidelines. The Chapter Secretary is elected to this office and with it, comes the responsibility of fulfilling all duties of said office. There will be no reminders from the State Secretary when minutes are due.
11. If need be, the minutes and all supporting documentation, may be mailed to the State Secretary as long as they are received by the 15th of the following month. Mail to this address:

David Trojan
1407 Jackson St
Hempstead, TX 77445
Cdt017@swbell.net
12. Minutes will be posted on the TGRA web site by the 20th of each month by the Webmaster if meeting times permit. Printed copies will be emailed to each state board member or chapter president after receiving a written request to the State Secretary.
13. Minutes of the State Board of Trustees and Annual Meeting of Corporation meeting will be sent by the State Secretary to the Web Master, for posting to the web site within 14 days of the meeting.