

## **Article III - Duties of Officers**

### **Section A. - Rules**

Officers shall perform their duties as described in Roberts Rules of Order (Revised), except where it appears herein to the contrary.

### **Section B. - Duties of the President**

1. The President shall be Chairperson of the Executive Board and Representative Council.
2. The President shall see to it that a printed agenda is available for distribution at all general membership meetings.
3. The President shall preside at all general membership meetings
4. The President shall, with the approval of the Executive Board, appoint Chairpersons of all committees except the Grievance Committee.
5. The President shall serve as a non-voting member of each committee except the Representative Council, Executive Board, and the Negotiations Committees.
6. The President or deputy appointed by the executive board shall represent the organization in executive decisions of this Association.
7. The President shall not issue a prepared statement of Association policy without prior approval of the Executive Board.
8. The President, or the President's appointed designee, shall have the power to call an emergency Representative Council meeting.
9. In the event of an Executive Board vacancy, a special election will occur as outlined in Article VII of the By-laws.
10. The President or an appointed designee shall attend all monthly Board of Education meetings and report on said meetings to the Representative Council
11. The President shall prepare and present an annual report based on the year's records of the Association to the Executive Board at least two (2) months in advance of the Spring Meeting. Upon approval by the Executive Board the annual report shall be presented to the membership at the Spring General Membership meeting. The President shall be responsible for these records.
12. The President shall serve on the Negotiations Committee(s) and Negotiation Team for each unit.
13. The President shall continue to serve on the Negotiations Committee and Negotiation Team after the expiration of his or her term of office if contract negotiations are still in progress. Such service shall

extend until completion of said negotiations. In case of a newly elected President, said President may become a member of the Negotiations Committee.

14. The President shall at the end of his/her term of office, turn over all records to the next duly elected President.

15. The President or his designee shall be the Delegate to the NYSUT and AFT Representative Assemblies.

### **Section C. - Duties of the Vice Presidents**

1. The Vice Presidents shall serve as members of the Executive Board and Representative Council
2. The Executive Vice President shall assume all of the duties of the President in the case of the absence of the President. In the absence of the President and the Executive Vice President the Grievance Chair shall assume all the duties of the President.
3. The Vice Presidents shall perform such other activities as may be assigned by the President and the Executive Board.
4. The Executive Vice President or designee shall act as Parliamentarian at all Association general meetings.
5. The Executive Vice President or designee shall completely handle all elections.
6. The Vice Presidents shall, at the end of their terms of office, turn over all records to the next duly elected Vice Presidents.
7. The First and Second Vice Presidents or their Designee shall preside over their respective bargaining units.

#### **Section D. - Duties of the Recording Secretary**

1. The Recording Secretary shall serve on the Executive Board and the Representative Council.
2. The Recording Secretary shall keep minutes for the Executive Board and the Representative Council for permanent records and shall read those Board minutes at the next Executive Board and Representative Council meetings.
3. The Recording Secretary shall keep minutes of Association general meetings for permanent records and if requested shall read those minutes at the next general meeting.
4. The Recording Secretary shall record every motion as part of the minutes and shall name the person who makes the motion as well as the person who seconds the motion.
5. The Recording Secretary shall keep records of attendance at meetings.
6. The Recording Secretary shall be responsible for the completion of all reports submitted by Chairpersons of all standing committees.
7. The Recording Secretary shall, at the end of his/her term of office, turn over all records to the next duly elected Recording Secretary.
8. The Recording secretary shall submit an appropriate and streamlined version of minutes from each Representative Council meeting to be posted on the website. Said version shall be approved by the president.

## **Section E. - Duties of the Corresponding Secretary**

1. The Corresponding Secretary shall serve on the Executive Board and the Representative Council.
2. The Corresponding Secretary shall handle communications for the Association, including general correspondence, and shall coordinate the distribution of the Association newsletter and releases to news media and websites with the approval of the Executive Board.
  - a. The Corresponding Secretary is not responsible for overseeing and maintaining the BOCES Teachers' Association website. The position of webmaster shall be appointed with the approval of the Executive Board.
3. The Corresponding Secretary shall compile Association articles appearing in the news and periodical media.
4. The Corresponding Secretary shall keep a permanent record of all correspondence dealing with the Association.
5. The Corresponding Secretary shall be responsible for notification of all general membership meetings.
6. The Corresponding Secretary shall be responsible for proper notification of all Executive Board and Representative Council meetings.
7. The Corresponding Secretary shall, Corresponding at the end of his/her term of office turn over records to the next duly elected Corresponding Secretary.
8. The Corresponding Secretary or his/her designee shall carry out the functions of the Sunshine activity as per the guidelines of the Sunshine Fund as posted on the BOCES Teachers' Association website.

## **Section F. - Duties of the Treasurer**

1. The Treasurer shall serve on the Executive Board and the Representative Council.
2. The Treasurer shall receive all monies due the Association and shall deposit such monies in banks designated by the Executive Board.
3. The Treasurer shall pay all bills incurred by the Association and authorized by the Executive Board prior to payment. Exceptions shall be N.Y.S.U.T. membership dues and contingency payments not to exceed \$1,000 each. In these cases, a report shall be made at the next Representative Council session.
4. The Treasurer shall maintain a savings and checking account, which shall require the signatures of two of the following three officers for the withdrawal of monies: the Treasurer, the President, and/or the Executive Vice President.
5. Payment of Officers and Committee members
  - a. Payment to officers and committee members shall be determined by the executive board subject to the approval of the Representative Council
  - b. Reimbursement of expenses incurred while conducting association business shall be paid in full according to the following:
    1. actual receipt of all expenses with an explanation of each including the purpose and names of those present;
    2. detailed bill for items of necessary expense including phone bills, toll receipts, etc.
    3. BOCES travel reimbursement forms for all trips.
    4. All documents/receipts, etc., to be submitted to the treasurer within 60 days of the date of incurment.
5. The Treasurer shall give a financial report at each meeting. An itemized list of disbursements and receipts shall be available for inspection by the membership.
6. The Treasurer shall submit an annual financial report to the general membership at the last general membership meeting.
7. The Treasurer shall make available all financial records for auditing purposes.
8. The Treasurer shall prepare all required state and federal forms.
9. The Treasurer shall, at the end of his/her term of office, turn over all records to the next duly elected Treasurer.

### **Section G. -Duties of the Grievance Chairperson-**

1. The Grievance Chairperson shall serve on the Executive Board and the Representative Council.
2. The Grievance Chairperson shall act as liaison between the Grievance Committee and the Executive Board.
3. The Grievance Chairperson shall inform the Executive Board on the progress of current grievances.
4. The Grievance Chairperson shall advise the Executive Board on grievance procedure.
5. The Grievance Chairperson shall upon presentation, carry out the terms and provisions of the grievance procedure as stated in the negotiated agreement.
6. The Grievance Chairperson shall be responsible for the receiving, filing, and security of grievance documents.
7. The Grievance Chairperson, with the approval of the Executive Board, may appoint at least 2 active members to serve on the Grievance Committee.
8. The Grievance Chairperson or his/her designee shall be present at all stages of the grievance.
9. The Grievance Chairperson shall, at the end of his/her term of office, turn over all records to the next duly elected Grievance Chairperson.

## **Section H. - Duties of Area Representatives**

1. The Area Representatives shall serve on the Representative Council.
2. The Area Representatives shall keep their members informed of Association activities and developments.
3. The Area Representatives shall call and conduct meetings in their respective areas when necessary.
4. The Area Representatives shall notify the Sunshine Committee designee about any member who is in the hospital or has suffered death in his/her immediate family or is planning retirement, so that the appropriate acknowledgements may be made.
5. The Area Representatives shall assist with initial preparation of grievances and submit such to the Grievance Committee.
6. The Area Representatives shall, at the end of their terms of office, turn over all records to the next duly elected Area Representatives in their respective areas.
7. Area Representatives shall post the Association Newsletter and other approved notices at their respective locations.
8. On an ongoing basis, the Area Representative engages in timely communication (e.g. emails, texts, phone calls) related to a variety of issues with other Executive Board members or Reps or members.
9. At all times, the Area Representative maintains the privacy of members, as well as the privacy of BTA business and concerns.
10. The Area Representative is expected to commit to developing a deep and thorough understanding of the collective bargaining agreement.
11. He/she may be assigned to represent members in meetings with supervisors, or to represent the BTA's interests in meetings with supervisors or administrators.
12. Other duties not specifically mentioned above may also be assigned, as necessary.