

Associated Pomona Teachers/CTA/NEA Election Information - Spring 2015

E. The duties and the responsibilities of the Executive Board are:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, with consideration of member input from Bargaining Surveys and contact with members;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget drafted by the Budget Committee (President, Vice-President and Treasurer) for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee members, including chairpersons;
7. Adopt the Standing Rules for the Association;
8. Adopt grievance procedure;
9. Direct the grievance activities of the Association; and
10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions imposed by the Representative Council.

F. The President shall be the chief executive officer of the Association and its policy leader.

The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association;
4. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of committees with ratification by the Executive Board at the beginning of each school year;
6. Appoint the chairperson and members of the Bargaining Team with ratification by the Executive Board by the beginning of each school year;
7. Call meetings of the Association, Representative Council and the Executive Board;
8. Propose the procedures for grievance processing with ratification by the Executive Board and the Representative Council;
9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
10. Attend meetings of the Service Center Council of which the Association is a part; and
11. Attend other CTA/NEA meetings as directed by the Representative Council.

G. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Association's calendar of activities; and
4. Serve as coordinator of committee activities at the direction of the President.

H. The Second Vice-President shall:

1. Serve as assistant to the Vice-President in all duties of the Vice-President;
2. Assume the duties of the Vice-President in the absence of the Vice-President;
3. Assist the Vice-President with the formation and distribution of the Association's calendar of activities; and
4. Serve as coordinator of committee activities at the direction of the President.

I. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership;
3. Keep an accurate roster of the membership of the Association and of all committees; and
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

J. The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
4. Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the membership; and
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

Area Organizer to the Board of Directors:

- ♦ To work with the building representatives in the buildings they represent.
- ♦ To expedite the business of the Association by serving as liaison between the Board of Directors and their electoral group.
- ♦ To encourage and strengthen leadership at the building level.
- ♦ To deliver packets to school sites within area as needed.
- ♦ To perform any other duties as the President may assign.
- ♦ To attend all Board of Directors and Rep Council Meetings.

CTA State Council Representative and Alternate:

- ♦ To attend State Council meetings, Friday-Sunday, four (4) times a year in Los Angeles.
- ♦ To maintain communication between the Association and California State Council of Education.
- ♦ To attend all Board of Directors and Rep. Council meetings.
- ♦ To attend Service Center One Council events, four (4) times annually.

The duties and the responsibilities of the Faculty Representatives

- A. Faculty Representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Faculty Representatives shall serve a term of one (1) year.
- C. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each 15 Active members on the faculty, or major fraction thereof.
- D. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- F. Faculty Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
 - 3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Faculty Representative shall not conduct an election in which he/she is a candidate.