

# Powers and Duties of SMMCTA Officers, Board of Directors & Site Representatives

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## Officers

**The President** It shall be the duty of the President to assume general leadership and direction of SMMCTA; to conduct the day-to-day business of SMMCTA; to execute in good faith the policies established under these Bylaws or through action of the Representative Assembly; to make prompt appointments as specified in these Bylaws to all appointive positions; to assist in the preparation of an annual budget; to manage the spending of all budgeted monies within the limits and priorities established by the Representative Assembly; to preside at all meetings of the SMMCTA, the Board of Directors, and the Representative Assembly; to expedite deliberations of the Representative Assembly by presenting pertinent information and making recommendations; to suggest policies, plans, and activities for the SMMCTA and to be held responsible for the progress and work of the SMMCTA; to attend meetings of the Service Center Council of which the SMMCTA is a part; to attend other CTA/NEA meetings as directed by the Representative Council; to direct the work of all staff members; to act as the official spokesperson for SMMCTA; to perform all other duties which ordinarily pertain to the office of President. The President shall serve as an ex-officio member (with all membership privileges including voting) of all committees, including joint committees, but shall not serve on the Nominations and Elections Committee.

**Vice President** It shall be the duty of the Vice President to assume and exercise the duties of the President in the event of absence of the President. The Vice President shall automatically become President of SMMCTA for the remainder of the term in the event of incapacitating disability, death, resignation, or recall. It shall be the duty of the Vice President of SMMCTA to coordinate the Associations committee activities and Associations calendar and to assist the President with duties and responsibilities as may be assigned by the President. The Vice President shall be a non-voting ex-officio member of all standing committees, but shall not serve on the Nominations and Elections Committee. It shall be the duty of the Vice President to use the term of office to become familiar with the duties of the office of President.

**Secretary** It shall be the duty of the Secretary to record the proceedings of all general and special meetings of the SMMCTA and the Representative Assembly; to maintain a file containing the Bylaws, Standing Rules, and minutes, including any amendments to these documents, and to have the current records on hand at each

meeting; to keep an accurate record of attendance at Representative Assembly meetings and Board of Directors meetings; to serve as an observer on any committee, except the Nominations and Elections Committee, as directed by the President; and to perform all other duties usually pertaining to the office of Secretary.

**Treasurer** It shall be the duty of the Treasurer to oversee the collection of all dues, assessments and income; to disperse all monies by check, signed by both President and the Treasurer, for payment of those bills or expenses authorized or previously budgeted by the Representative Assembly; to keep accurate records of all Association income and expenditures; to establish and maintain special funds or accounts as may be provided by the Bylaws or may be determined by the Board of Directors; to recommend to the Representative Assembly and the Board of Directors such financial and budgetary measures as deemed necessary and expedient; to make a monthly report to the Representative Assembly; to present a detailed written, budget report (estimating all income and expenditures for the upcoming year) at the first Representative Assembly meeting in June; to submit membership and financial reports to CTA, NEA, and other agencies as required by law; to submit records for the fiscal year (September 1 - August 31) to independent auditors when requested by the Board of Directors; to serve as an observer on any committee, except the Nominations and Elections Committee, as directed by the President; and to perform all other duties which ordinarily pertain to the office of Treasurer.

## Board of Directors

**Section 1. Employees.** The Board of Directors shall appoint, remove, and determine qualifications, and other benefits for all employees of SMMCTA.

**Section 2. Financial Matters.** The Board of Directors shall prepare, with the assistance of the President, the Treasurer, the Treasurer-Elect, and the President-Elect, an annual budget for approval by the Representative Assembly. The budget shall be sent to the Representative Assembly prior to its second meeting in May.

The Board of Directors shall monitor all financial matters, including procedures for safe-keeping and accounting of all monies and properties of SMMCTA. Books and official documents shall be maintained at the SMMCTA office.

The Board of Directors shall authorize, with Representative Assembly approval, the execution and/or dissolution of all contracts and agreements necessary to SMMCTA business. The Board of Directors shall arrange an annual independent audit of the financial records. Emergency expenditures from savings or reserve funds during the summer months may be authorized by a two-thirds majority of the Board of Directors

**Section 3. Administration.** The Board of Directors may propose standing rules for adoption by the Representative Assembly. It shall prepare the agenda for each Representative Assembly meeting and for each general meeting of the Association with all such agendas subject to revision by two-thirds vote of the Representative Assembly.

Acting on the recommendation of the President, the Board of Directors shall appoint, with two-thirds majority approval of the Representative Assembly, the negotiating team and alternates. All three teaching levels (elementary, middle school and senior high school) shall be represented. The Board of Directors may remove negotiators for cause as provided by Article X.

**Section 4.** The Board of Directors may recommend to the negotiating team, but may not interfere with its strategies or methods at the negotiating table.

The Board of Directors, on recommendation of the Grievance Committee, shall determine whether SMMCTA will carry a grievance to arbitration. It shall advise the President on administration of SMMCTA policies.

## Site Representatives

Section 1. The Representative Assembly shall have the authority, subject to the provisions of Section 2 of this Article, to determine the policies of SMMCTA through the establishment of various rules and resolutions; to approve or disapprove appointments by the President as specified in these Bylaws; to approve the execution of contracts and other agreements necessary to conduct the business of the SMMCTA; to control the spending of all monies through approval of the budget and the establishment of spending priorities within that budget; to decide, by a majority vote, any questions of interpretation of the Article of Incorporation and/or Bylaws of this Association; to fill all vacancies in elective offices except the office of President.

Section 2. Any action taken by the Representative Assembly endorsing or providing funds either for a candidate for political office or for any political measure shall not be effective for five days. During this period a referendum petition protesting the action, signed by not less than one-fifth of the members of SMMCTA, may be presented to the President who shall then suspend such action until an election is held. The President shall order the election at the various schools within ten days after submission of such petition. A majority of those voting shall be necessary to sustain the action of the Representative Assembly.

Section 3. It is the duty of each faculty representative to regularly attend and

participate in all Representative Assembly meetings; to inform their constituents at meetings or in writing of the business of SMMCTA and of the actions of the Representative Assembly; to represent constituents by reflecting their opinions, problems, and proposals in voting and comments at Representative Assembly meetings; and to refer, without judgment, professional and employment problems of constituents to appropriate SMMCTA officers or groups who can assist in their solution. Attendance at all Representative Assembly meetings shall be reported in the minutes.