**Bylaw 2: OFFICERS and other EXECUTIVE COUNCIL MEMBERS**

**Selection, Term, and Assumption of Office**: Through secret ballot, officers shall be elected by per bylaw 7, for a term of two years and shall assume office on July 1, after their election.

The term of the officers shall be alternated so the President and Secretary are elected in the spring of odd numbered years; **Vice Presidents and Treasurer** are elected in the spring of even numbered years. The NYSUT RA/AFT delegates shall be elected in the fall of even numbered years**.**

**Duties of the Vice President at Large**:

1. Assume the duties and responsibilities of the President in case of his/her absence or disability.

2. Perform such other duties as the President may request.

3. Represent as a cluster rep to members who are “as assigned per BOCES” and that are not otherwise represented.

**Duties of the Technical & Career, and Special Education Vice-Presidents**:

1. Serve on their respective SDM Core teams.

2. Attend Liaison meetings.

2. Each Vice President should pursue issues in their respective programs.

3. Perform such duties as the President may request.

**Duties of the Treasurer**:

1. Assume the responsibility for the funds of the Association, deposit them in the name of the Association and disburse them upon authorization by the Executive Council.

2. Maintain complete records and accounts of moneys received and disbursed.

3. Prepare an annual budget of the Association to be presented to the active membership at the first General meeting for the school year.

4. Keep the President and the Executive Council informed of the financial condition of the Association.

5. Perform such duties as may be required by the President or Executive Council.

6. Act as membership chairperson, by sending membership applications to NYSUT and association secretary, checking membership lists from NYSUT, checking payroll deduction lists and personnel lists provided by BOCES.

7. Notify non-members of their options.

8. Comply with all fiscal policies and procedures of NYSUT and its national affiliates

**Bylaw 6: NOMINATIONS OF OFFICERS and RA/AFT Delegates**

Section 1: Nominations of Officers

a. At least thirty days prior to the scheduled Spring General Meeting, the Executive Secretary will announce the officer positions open for election.

b. At that time the Executive Secretary will make available to all active members a nomination form.

c. Only active members can be nominated as an officer.

d. Completed nomination forms will be expected to be returned to the Executive Secretary as designated in the notifications and on the nomination form.

e. All officers will be voted on at building/cluster meetings in accordance with bylaw 7 and will shall be elected through secret ballot for a term of two years and shall assume office on July 1, after their election in the spring.

f. Comply with the Federal Landrum-Griffith Act.

**Bylaw 7: VOTING PROCEDURES:**

All active members of the Association are eligible to vote on any issue presented to the

membership requiring by a secret ballot (election of Executive Council Officers, election of

NYSUT RA/AFT Delegates, ratification of the Association contract, ratification revisions or

amendments of the Association’s constitution and bylaws, removal of officers, local annual

dues…). At least three members of the Executive Council will volunteer to tally the votes at a

scheduled time determined by the Executive Council. All voting results will be based on the

majority decision of the members who voted. Results of the votes will be shared with the

Executive Council and the Executive Secretary will share the results electronically with active

members in a timely manner.

**Section 1: Election of Officers**

a. The Executive Secretary will contact those nominated to verify their acceptance of the

 nomination.

b. Those members nominated will have an opportunity to write a brief bio to give to the

 building/cluster reps to share at their meetings (if interested the bios must be in to the

 Executive Secretary within one week)

c. The Executive Secretary will present the names and available bios of members nominated for

 the delegate positions to building/cluster reps.

d. Building/cluster reps will conduct a secret ballot vote by the date determined by the Executive

 Council.

e. Secret ballots, and two envelopes will be distributed to each active member by their

 building/cluster rep.

f. The active members will be instructed to place their secret ballot in one envelope, seal it, place

 it in the second envelope and sign and print their name across the flap of the second

 envelope.

g. The Building/Cluster rep will collect each completed secret ballot and give them to an

Executive Council member who volunteered to tally the ballots.

h. The secret ballots and results will be saved on file for at least two years after the election.