

VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice- President, a Recording Secretary, a Corresponding Secretary and a Treasurer.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. Officers shall be elected for a term of two (2) years, commencing on June fifteenth (15th) of any calendar year. (no term limits)
- E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- 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, and of the bargaining team, with the approval of the Executive Board;
 - 6. Call meetings of the Association, Representative Council and the Executive Board;
 - 7. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - 8. Attend meetings of the Service Center Council of which the Association is a part; and
 - 9. 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.
 - 5. Perform other duties as directed by the President
- H. The Recording 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 when appropriate;
 - 3. Keep an accurate roster of the membership of the Association and of all committees; and

4. Perform other duties as directed by the President

I. The Corresponding Secretary shall:

1. Carry on the correspondence pertaining to the affairs of the association as directed by the President
2. Collect mail from the VTA PO Box and distribute in a timely manner
3. Keep an accurate record of attendance at each executive board and representative council meeting. These records should be shared with the recording secretary to be included in the official minutes
4. Keep an accurate roster of the membership and assist the membership chair as needed
5. Perform other duties 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. Prepare 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 distributing a summary of this audit to the membership; and
6. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.
7. Develop the budget of the association with the President for presentation and approval at the April executive board meeting. An approved budget from executive board, shall be sent for approval to the representative council at the May representative council meeting.
8. Revise the budget as directed (if necessary) by representative council
9. Perform other duties as directed by the President.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the Officers, the state council representatives (as long as the state council representative is an Active member of VTA), the past president, four (4) elementary directors (one for every 2 elementary schools), four (4) secondary directors (one from each comprehensive high school and one from each middle school), one (1) YRE director (one for 2 YRE elementary schools). In the event that the District does not have any year-round schools, the YRE director will become another elementary director, for a total of five (5) elementary directors. Chairs of the committees may attend Executive Board meetings for the purpose of reporting committee activities. Chairs of committees (i.e., grievance chair, bargaining chair, etc.) are not voting members of Executive Board, unless they simultaneously hold a position with voting rights.
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The elementary and secondary directors of the Executive Board shall be elected with open nominations and by secret ballot and only be elected by their appropriate grade/site level constituency.
- D. The directors of the Executive Board shall be elected for a term of two (2) years (no term limits), commencing on June fifteenth (15th) of any calendar year
- E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President

shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held within two (2) Executive Board meetings to elect successors to fill the unexpired terms.

- F. The Executive Board shall meet before each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- G. Meetings of the Executive Board of the Vacaville Teachers Association are for the elected members of the Executive Board, the most recent past president of the Vacaville Teachers Association and non-voting committee chairs (as needed). Invited guests may attend the meeting with approval of the president and/or his/her designated representative. Invited guests may only speak with prior approval and/or majority approval of the Executive Board.
- H. The duties of the Executive Board shall be to:
 - 1. Coordinate the activities of the Association;
 - 2. Act for the Representative Council when school is not in session;
 - 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 - 4. Approve by majority vote all appointments and by two-thirds (2/3) vote removal of bargaining team members;
 - 5. Recommend a budget for the Association to the Representative Council;
 - 6. Approve Committee appointments;
 - 7. Adopt the Standing Rules for the Association;
 - 8. Adopt a 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 that may be imposed by the Representative Council.
- I. The duties of the Directors shall be to:
 - 1. Serve as a member of the Executive Board and Representative Council
 - 2. Communicate information and coordinate activities with the representatives of the schools for which they serve
 - 3. Assist the representatives with membership forms, cards and rosters at the schools for which they serve
 - 4. Assist the representative with elections at the schools which they serve (provided they are not on the ballot themselves)
 - 5. Perform other duties as directed by the President
- J. A quorum for all meetings of the Executive Board shall consist of a majority of all the elected members of that body.