



Fresno Teachers Association

Bylaws Article VIII Section G

President's Responsibilities and Duties

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

The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. With the assistance from professional staff, prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Serve as the official spokesperson for the Association;
4. Serve as a non-voting, ex-officio member of all Association committees, with the exception that he/she will not serve on the Elections Committee;
5. Be familiar with the governance documents of the FTA, CTA, and NEA;
6. Appoint all committee chairpersons and approve members of committees with the approval of the Executive Board. The committee chair may participate with the President in selection of committee members. Such appointees will serve at the discretion of the President;
7. Appoint the chairperson and members of the Negotiations Team with the approval of the Executive Board;
8. Call regular and/or special meetings of the Association, Representative Council and the Executive Board with at least 48 hours notice;
9. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
10. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
11. Attend the meetings of the CTA State Council of Education and the Fresno Madera Service Center Council;
12. Represent the Fresno Teachers Association at California Teachers Association State Council, the National Education Association Representative Assembly, and other organizational meetings (pertinent to FTA representation – when eligible as an elected representative, otherwise as ex-officio).

13. Attend the meetings of the Fresno Unified School District Board of Education and prepare and present Association positions, when appropriate;
14. With the assistance from professional staff, participate in significant meetings with Administration, Board of Education members, and other community leaders;
15. Be responsible, with the assistance of the Executive Board and professional staff, for a master calendar of events for the current year. This calendar will be published for all the Representative Council members;
16. Present Association program priorities for the coming year (including those related to the Association's annual budget) to the Representative Council not later than the regular March meeting;
17. Present, at the May meeting of the Executive Board, a written report evaluating the progress of the Association (for the current school year) in regard to established program priorities
18. Assume responsibility for the fulfillment of duties by all officers and Directors-at-Large of the Association and maintain compliance with FTA/CTA/NEA governance documents;
19. Report to the Executive Board, any professional staff actions which are allegedly not in conformance with Association policy;
20. Be responsible for records being kept of the Association proceedings and for overseeing preparation and distribution of the minutes of the Representative Council, the Executive Board, and general membership meetings;
21. Maintain contact with membership through school visitations, or other appropriate means, and communicate membership concerns to the Executive Board;
22. Serve as Fresno Teachers Association liaison with appropriate community organizations;
23. Report State of the Association at the final Representative Council meeting of the traditional school year;
24. Direct, with the approval of the Executive Board, the negotiations and grievance programs that pertains directly to the Association;
25. Fulfill such other responsibilities as directed by the Representative Council or Executive Board;
26. Serve as editor of the Association's official publication, if any; and, as such, be responsible for making all editorial decisions.



Fresno Teachers Association

Bylaws Article VIII Section H

Vice President's Responsibilities and Duties

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;
4. Serve as liaison to the Bylaws, Standing Rules and Policies Committee;
5. Perform other such duties as may be assigned by the President under the provisions of these Bylaws.



Fresno Teachers Association

Bylaws Article VIII Section I

Secretary's Responsibilities and Duties

The Secretary shall:

1. Be responsible that careful and accurate records of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board be kept;
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. Assume the duties of the Vice President in the absence of the Vice President;
4. Serve as liaison to committee(s) at the direction of the President;
5. Perform other such duties as may be assigned by the President under the provisions of these Bylaws.



Fresno Teachers Association

Bylaws Article VIII Section J

Treasurer's Responsibilities and Duties

The Treasurer shall:

1. In conjunction with designated staff:
 - a. Oversee the receipt and disbursement of all of the Association funds;
 - b. Prepare the periodic financial reports for the Executive Board and the Representative Council;
 - c. Prepare and present the Association's proposed annual budget to the Executive Board and the Representative Council according to guidelines of the Bylaws
 - d. Monitor the Association's financial bookkeeping;
 - e. Develop such other financial reports as may be required by the Executive Board or the Representative Council;
 - f. Oversee checking, savings, and all other accounts; and see that transfers and withdrawals in excess of one hundred thousand \$100,000.00 (exclusive of dues transmittal checks to CTA) require two (2) original signatures and the approval of the Executive Board.
2. Assume the duties of the Secretary in the absence of the Secretary;
3. Serve as the liaison to committee(s) at the direction of the President;
4. Will perform other such duties as may be assigned by the President under the provisions of these Bylaws