

Current:

ARTICLE VI: DUTIES OF OFFICERS & UNION REPRESENTATIVES

Section 7:

RECORDING SECRETARY: Under the general direction of the Executive Board, the ~~Recording~~ Secretary shall be responsible for recording all formal proceedings of UCPEA. Formal proceedings include all Executive Board meetings, the Annual Membership Meeting, and special meetings where business is conducted. The ~~Recording~~ Secretary shall also maintain the Association's Policies and Procedures Manual. The ~~Recording~~ Secretary shall chair or co-chair the Nominating Committee. The ~~Recording~~ Secretary shall handle other matters as assigned by the President and approved by the Executive Board.

Proposed:

ARTICLE VI: DUTIES OF OFFICERS & UNION REPRESENTATIVES

Section 7:

SECRETARY: Under the general direction of the Executive Board, the Secretary shall be responsible for recording all formal proceedings of UCPEA. Formal proceedings include all Executive Board meetings, the Annual Membership Meeting, and special meetings where business is conducted. The Secretary shall also maintain the Association's Policies and Procedures Manual. The Secretary shall chair or co-chair the Nominating Committee. **The Secretary shall track and keep the Executive Board apprised of all constitutional timelines and deadlines.** The Secretary shall handle other matters as assigned by the President and approved by the Executive Board.

Current:

ARTICLE VI: DUTIES OF OFFICERS & UNION REPRESENTATIVES

Section 12:

UNION REPRESENTATIVES: The Union Representatives shall: attend Union Representatives meetings; serve on the Negotiating Committee, which shall advise and provide direction to the Bargaining Team in preparation for, and during, contract negotiations; advise the Executive Board of their constituent members' views on Association policies and practices; communicate Executive Board decisions, contract interpretations, and the results of meetings to their constituent members; assist the Grievance Team in handling grievances; elect one member from among themselves to serve as Chief Union Representative, who shall be a member of the Executive Board and chair Union Representative meetings.

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Current:

ARTICLE IX: REMOVAL OF OFFICERS, COMMITTEE CHAIRS AND UNION REPRESENTATIVES OR SUSPENSION OF DUTIES OF OFFICERS

Section 3:

Removal of a Union Representative may be initiated for neglect of duty, malfeasance of office, or misappropriation of funds. This process may be initiated either by a written statement from the Chief Union Representative, or a petition signed by at least ten percent (10%) of the members in the area, but no fewer than three (3) members. This documentation, stating the alleged offense(s), shall be submitted to the Executive Board.

The Executive Board shall review the documentation at their next regularly scheduled meeting. At that time, the initiator of the proposed removal and the Union Representative identified shall have an opportunity to speak, call witnesses and present additional written documents. Based upon this information and the contents of the petition or statement, a majority vote of the Executive Board members in attendance shall determine whether there is a basis for the charge. If the Executive Board finds there is a basis for the charge, within ten (10) business days it shall call a meeting of members in the Union Representative's area. ~~At that meeting, the initiator of the proposed removal and the Union Representative identified shall have an opportunity to speak, call witnesses and present additional written documents. Within five (5) business days of said meeting, the Executive Board shall distribute notice of the proposed removal, a copy of the original petition, a written statement from the Union Representative (if s/he chooses to submit one), and a mail ballot, to the membership in the Union Representative's area. Removal of a Union Representative shall be accomplished by a two-thirds majority of eligible mail ballots returned within ten (10) business days by the Area's members.~~

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The Executive Board shall review the documentation at their next regularly scheduled meeting. At that time, the initiator of the proposed removal and the Union Representative identified shall have an opportunity to speak, call witnesses and present additional written documents. Based upon this information and the contents of the petition or statement, a majority vote of the Executive Board members in attendance shall determine whether there is a basis for the charge. If the Executive Board finds there is a basis for the charge, within ten (10) business days it shall call a meeting of members **of the Executive Board and Union Representatives. At that meeting, the initiator of the proposed removal and the Union Representative identified shall have an opportunity to speak, call witnesses and present additional written documents. A vote will be conducted by the President at this meeting by a raise of hands. Removal of a Union Representative shall be accomplished by a two-thirds majority of votes.**

Current:

ARTICLE VII: COMMITTEES

Section 8:

FINANCE COMMITTEE: The Finance Committee shall perform the following functions: (1) advise the Executive Board on all financial matters of the Association; (2) advise the Executive Board on all matters pertaining to UCPEA staff collective bargaining issues; (3) draft an annual Fiscal Year Budget for the Association and submit it to the Executive Board for approval; (4) serve as the Association's Audit Committee with authority over the audit process as specified below; (5) monitor the budget and statement of financial position and recommend any necessary budget adjustments to the Executive Board; (6) review the budget quarterly with the Executive Board and twice annually with the Union Representatives; (7) review and make recommendations to the Executive Board regarding any leases, including those for office space and equipment; and (8) review and make recommendations on any budgeted expenditure which exceeds its budgeted amount by greater than \$250, or any expenditure greater than \$250 which is not included in the approved budget.

The Finance Committee membership shall be comprised of the Treasurer, the President, and the First Vice President for Collective Bargaining, a minimum of four and a maximum of six UCPEA members at-large, and one non-voting UCPEA staff member. Only two Executive Board members may vote. The voting Executive Board members will be the Treasurer and the President. The First Vice President for Collective Bargaining may vote in the absence of one of the other Executive Board members. The Committee members shall be appointed by the President for two year terms in July following the biennial election of officers. Committee member appointments shall be approved by the Executive Board. An at-large member vacancy shall be filled by appointment by the President and approval of the Executive Board and run until the end of the two year term.

Finance Committee officers shall be as follows: (1) Chair: UCPEA Treasurer; (2) Vice Chair: one committee member at large who shall be elected by the Committee. The Vice Chair shall preside over meetings in the absence of the Treasurer; (3) a Recording Secretary: one committee member at large who shall be elected by the Committee. The Committee shall meet at least monthly to monitor the Association's annual budget and its overall financial position, and to develop long-range financial plans for the Association.

The Committee shall consult with the Executive Board's representative for staff collective bargaining prior to and during all phases of the negotiation process. It shall advise the Board's negotiator on matters pertaining to compensation and benefits for UCPEA staff. One non-Executive Board voting member of the Committee may be present at all UCPEA staff negotiation sessions.

The Committee shall oversee the Association's annual financial Audit. Its responsibilities shall include appointment of the Auditor, coordination of the audit process, and final acceptance of the Audit report. The Finance Committee shall review the Audit report with the Executive Board prior to final acceptance.

The Committee shall draft an annual budget for the ensuing fiscal year (July 1 through June 30) to be presented to the Executive Board by April 1. The budget should include the following expenses: affiliation expenses, staff expenses, Executive Board expenses, office occupancy and operation expenses, salaries for officers, working monies for committees, and any other necessary Association expenditures. The budget should also include projected income for the ensuing fiscal year. Included in the budget recommendation shall be an annual three-year capital improvement plan, with supporting expenses. The committee shall seek input for the budget from the membership, the Union Representatives and the Executive Board.

It shall recommend to the membership at the Annual Membership Meeting any proposed changes to compensation for the elected officers, and shall recommend to the Executive Board any changes to dues necessary to fund the recommended budget. The committee shall present the adopted budget at the Annual Membership Meeting.

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