

SUBMITTED BY: Delaware Chapter 2100

SUBJECT: Article IX – Duties, Section 1

RATIONALE: Agency Assemblies are the highest authority within the BU of a particular agency, therefore, the highest BU representative within an agency is the Assembly President. Assemblies are where all issues dealing with multiple chapters (especially conglomerate chapters) need to be discussed so no agreement can be made at a chapter level in OCSEA that may affect other members of an agency throughout the state.

BE IT RESOLVED THAT ARTICLE IX OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

**Article IX - Duties**

**Section 1.** The Chapter, District Council, or Assembly President shall:

(A) Preside over all meetings.

(B) Transfer to the succeeding officer within seven (7) days of election any and all records, books, and property of the office and/or Chapter including and not limited to the records of the Chapter's chief steward.

(C) Except as otherwise provided herein, the president shall appoint all committees needed to conduct this Chapter's, District Council's or Assembly's business. At least one (1) Chapter, District Council, or Assembly executive board member other than the Chapter, District Council, or Assembly officers shall be appointed on each standing committee.

(D) Chapter president shall appoint representatives to the district grassroots committee. The District president shall appoint the district grassroots committee chairperson and vice-chairperson.

(E) Through the chapter secretary, shall provide a list to OCSEA Central Office of all current stewards within ten (10) days of his/her election. Any new appointments or removals of stewards thereafter must be reported to OCSEA within seven (7) days of the action.

**(F) Assembly Presidents (or their designees) shall be the Union chair of any Statewide Agency Committees and an automatic steward.**

**(G) Assembly Presidents (or their designees) shall be invited to any meeting between OCSEA staff and Agency management at least 10 days prior to the meeting or as soon as possible if time is of the essence.**

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BE IT RESOLVED THAT ARTICLE IX OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

**(H) All agreements (concerning individual members and/or job classifications that involve more than one (1) Chapter and/or Agencies and the impacted agencies have an Assembly) shall be submitted to the affected Assembly President(s) for approval prior to any Chapter President, District Council President, and/or OCSEA staff signing of said agreement (ie. MOU, MOA, LOA, etc.).**

**Section 2.** The Vice President shall:

(A) Assist the President when called upon to do so and, in the case of absence or disability of the president, shall act as President.

(B) Transfer to the succeeding officer within seven (7) days of election all records, books, and property of the office.

**Section 3.** The Chapter, District Council, or Assembly Secretary shall:

(A) Keep

(1) All records in books or files; the location of which is known by the President at all times; and

(2) A copy of the State Constitutions and State By-Laws of the OCSEA, and By-Laws of the Chapter, District Council, or Assembly, if any, and the Board policies; and

(3) A current membership list of the Chapter, District Council, or Assembly; and

(4) A record of the minutes of all the meetings of the Chapter, District Council, or Assembly, its Executive Board and Committees after they have been approved; and

(5) All communications initiated by the Chapter, District Council, or Assembly.

Committee Assign \_\_\_\_\_ Committee Recommend \_\_\_\_\_ Convention Action \_\_\_\_\_ Requires Majority Vote

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BE IT RESOLVED THAT ARTICLE IX OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

43 (B) Prepare and forward all supporting documentation regarding the unaudited portion  
44 of the Chapter, District Council or Assembly records to the Comptroller's office after an election  
45 or other change of office of the Secretary.

46 (C). Transfer to the succeeding officer all other records and books of the office within  
47 seven (7) days of election or taking office.

48 (D) The Secretary or Secretary-Treasurer, where applicable, of the Chapter shall  
49 notify, in writing, the assigned Staff Representative of the Union, and the assigned State Board  
50 of Directors member, at least ten (10) days in advance of each Chapter's meeting.

51 (E) The Secretary or Secretary-Treasurer, where applicable, of the District Council  
52 and Assembly shall notify the Secretary-Treasurer of the Union, in writing, at least ten (10) days  
53 in advance of each District Council's or Assembly's meeting.

54 (F). Sign all certified copies of activities of the body, such as minutes, unless  
55 otherwise specified in the documents.

56 **Section 4.** The Chapter, District Council, or Assembly Treasurer shall:

57 (A) Receive and hold all monies, securities, vouchers and such other property of the  
58 Chapter, District Council, or Assembly as may pertain to the Treasurer's office.

59 (B) Keep an accurate account of all financial transactions of the Chapter, District  
60 Council, or Assembly.

61 (C) Report all financial transactions at each regular meeting of the Chapter, District  
62 Council, or Assembly and submit in writing to the Secretary. The report, including Board polls  
63 and Executive Board actions, shall be attached to the minutes after approval by the Chapter,  
64 District Council, or Assembly.

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BE IT RESOLVED THAT ARTICLE IX OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

65           (D)     Submit all necessary financial reports to the Comptroller, as required in the State  
66 Constitution Article XII, Sections 3 and 4.

67           (E)     Shall pay out monies only after the Chapter, District Council, or Assembly or  
68 Executive Board has authorized payment or as the State By-Laws prescribe.

69           (F)     Submit all financial records upon request of the Chapter, District Council, or  
70 Assembly's duly appointed and elected audit committee or the Comptroller.

71           (G)     Not authorize any expenditures or incur any obligations for which funds are  
72 unavailable.

73           (H)     Forward all unaudited portions of the Chapter, District Council or Assembly's  
74 financial records to the Comptroller's Office after an election or other change in the office of  
75 Treasurer.

76           (I)     Transfer to the succeeding officer all monies, securities, vouchers and all other  
77 property, including audited records, within seven (7) days of a change in the office of Treasurer.

78           (J)     Sign as evidence of certification all financial transactions of the Chapter, District  
79 Council, or Assembly.

80           (K)     Ensure that the Comptroller is a signatory on all chapter, District Council or  
81 Assembly bank accounts within thirty (30) days of taking office.

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