SUBMITTED BY: JFS Chapter 2599

SUBJECT: Article IX – Duties, Section 4(C)

RATIONALE: The intent is to improve the readability of this section. Difficult to understand the way it is currently written and created confusion and misinterpretation.

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.

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

SUBMITTED BY: JFS Chapter 2599

SUBJECT: Article IX – Duties, Section 4(C)

RATIONALE: The intent is to improve the readability of this section. Difficult to understand the way it is currently written and created confusion and misinterpretation.

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

(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.

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

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

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

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

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

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

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

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

SUBMITTED BY: JFS Chapter 2599

SUBJECT: Article IX – Duties, Section 4(C)

RATIONALE: The intent is to improve the readability of this section. Difficult to understand the way it is currently written and created confusion and misinterpretation.

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

(C) **Provide a written ~~R~~r**eport **of** all financial transactions at each regular meeting of the Chapter, District Council, or Assembly and **its Executive Board and** submit **~~in writing~~** to the Secretary. **After approval by the Chapter, District Council, or Assembly, ~~T~~the** report, including Board polls and Executive Board actions, shall be attached to the minutes **~~after approval by the Chapter, District Council, or Assembly~~**.

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

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

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

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

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

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

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

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