

# **DUTIES OF THE EXECUTIVE COUNCIL**

## **CONSTITUTION**

**University of Cincinnati Chapter  
American Association of University Professors**

### **Article V: The Executive Council**

#### **E. Duties of the Executive Council**

1. The Executive Council serves to:

- a) Carry out the decisions of the membership as expressed at Chapter Membership Meetings.
- b) Administer the collective bargaining process for the chapter.
- c) Implement and ensure enforcement of the collective bargaining agreement.
- d) Coordinate the activities of all committees and bodies of the Chapter.
- e) Discuss and plan strategy and policy, to be reviewed and/or approved as necessary at a Chapter Membership Meeting.
- f) Plan regular and special meetings of the membership.
- g) Appoint a Negotiating Team and designate its chair to negotiate tentative contract agreements. The Executive Council shall have the authority at any time to replace any or all members of the Negotiating Team, except the Vice President. The Executive Council shall set policies by which the Team shall negotiate.
- h) Review and approve or reject tentative contract agreements proposed by the Negotiating Team and, if approved, forward to the membership for ballot.
- i) See that all Active Chapter members are informed about the provisions of said contract at least seven (7) working days before the beginning of balloting. All Active Chapter members shall be given the opportunity to attend at least one forum where questions may be posed to members of the Negotiating Team concerning the proposed contract.
- j) Create and dissolve ad hoc committees as necessary.
- k) Ensure a smooth transition for new Executive Council members.
- l) Establish staff policies and procedures; hire staff, and, if necessary, discharge staff.
- m) Retain legal counsel on behalf of the chapter.

# **DUTIES OF THE CHAPTER VICE-PRESIDENT**

## **BY-LAWS**

**University of Cincinnati Chapter  
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### **2. Powers and Duties of Executive Council Members**

In addition to attendance at and participation in Executive Council meetings, the duties and power of Executive Council members are:

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#### **b. Duties of the Vice-President**

- 1) The Vice-President shall perform the duties of the President in his or her absence.
- 2) The Vice-President shall succeed the President in the event the President is unable to perform the duties of office, resigns or leaves the University, and continue until the term of office expires.
- 3) The Vice-President shall serve as a member of the Negotiating Team and as a member of the Budget & Compensation Advisory Committee.