

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 SECRETARY

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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d. Duties of the Secretary

- 1) The Secretary's primary responsibility is to keep an accurate record of the proceedings of all Chapter membership meetings and of all Executive Council meetings.
- 2) The Secretary should ensure that a summary of the proceedings of all chapter meetings are distributed to all chapter members.
- 3) The Secretary should ensure that a summary of the proceedings of all Executive Council meetings are distributed to all Executive Council members.