

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 TREASURER

BY-LAWS

University of Cincinnati Chapter
American Association of University Professors

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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c. Duties of the Treasurer

- 1) The Treasurer's primary role is responsibility for oversight of all financial matters of the union and to ensure the chapter's fiscal responsibilities are being met.
- 2) The Treasurer is authorized to execute fiscal and legal documents on behalf of the chapter as an officer of the union.
- 3) The Treasurer shall periodically review all day-to-day financial operations, including checking and credit accounts, bill payments, payroll, and income.
- 4) The Treasurer shall also be responsible for preparing, in coordination with the chapter staff, an annual budget for approval by the membership. The Treasurer shall present a budget for the current fiscal year and a financial report for the previous year, in writing, at the January meeting of the Chapter.
- 5) The Treasurer shall submit the books of the Chapter for audit by a certified public accountant, to be selected by the Executive Council, and who is not a member of the American Association of University Professors, not less than once each three years. The Executive Council shall review that audit of the Treasurer's books and present a report to the membership within two months of receiving the accountant's report.