

ARTICLE FOUR – OFFICERS AND THEIR DUTIES

Section One- The union officers, comprising the Executive Board, shall consist of the following:

President
Vice President for Organizing
Vice President for Grievance
Vice President for Political education
Vice President for External Relations
Vice President for Operations
Vice President for Member Communications
Vice President for Membership
Treasurer

contents

Section Four- The duties of the Vice President for Organizing shall include the following:

- (a) to be responsible, in conjunction with the President, for originating, reviewing or editing correspondence with stewards and union members;
- (b) to serve as chair of the Executive Council;
- (c) to coordinate resources, material and training for stewards;
- ~~(d) to assist the Vice President for Grievance in efforts to educate and inform the membership on their rights and duties under the contract or requisite labor laws;~~
- (d)~~(e)~~ with the aid of the Executive Board and the approval of the Executive Council make appointments to fill steward vacancies;
- (e)~~(f)~~ to serve as chair of the Organizing Committee; and
- (f)~~(g)~~ In conjunction with Vice President for Political Education assist with the organization of other graduate employee unions.
- ~~(h) to be responsible for supervising the upkeep of the membership lists and the records of participation in each department.~~
- (g)~~(f)~~ to preside over the meetings of the Executive Board and General Membership in the absence of the President;
- (h)~~(k)~~ to assume the duties of the Presidency in cases when the President is temporarily unavailable, and;
- (i) ~~(f)~~ to assume the Presidency in the permanent absence of the President.
- ~~(j) to serve as chair of the Contract Campaign Committee (CCC);~~
- ~~(k) to organize and disseminate important changes to the CBA before, during, and after bargaining (by way of the CCC).~~

Section Five- The duties of the Vice President for Grievance shall include the following:

- (a) to be responsible, in conjunction with the President, for originating, reviewing, or editing all correspondence with the University or its agents in connection with all grievances;
- (b) to be responsible for forming and chairing the Grievance Committee;
- (c) to keep records of potential contract problems which may require changes to be made in the contract language in the next negotiating sessions;
- (d) to accompany the President in meetings regarding the administration of the contract;

- (e) to assist the Vice President of **Organizing Membership** in efforts to educate and inform the Membership on their rights and duties under the contract, and;
- (f) to be responsible for informing the Executive Board and Executive Council of the work of the Grievance Committee.

Section Nine- The duties of the Vice President for Member Communication shall include the following:

- (a) if publication is desired by the Executive Council, to serve as editor of the newsletter and be responsible for scheduling all related volunteer activities;
- (b) to work with the benefits administrator to develop benefits communication materials and attend work site meetings at which benefits are explained;
- (c) to be responsible for monthly updates on the GTFF website;
- (d) keep a record and inform the membership of all standing resolutions of the Executive Council
- (e) to be responsible for the operations and upkeep of all computers and electronics in the GTFF office, and;
- (f) to work with the VP for Membership in making sure the information is supplied to all membership;
- (fg) to be responsible for publishing and distributing the Executive Council and General Membership meeting notices.

Section Twelve- The duties of the Vice President for Membership shall include the following:

- (a) to meet personally and frequently with departments to discuss union membership, stewardship, and departmental suggestions for union activities;
- (b) to be responsible for supervising the upkeep of the membership lists and the records of participation in each department;
- (c) to host informative sessions on meeting procedure, bylaw changes, resolutions, and bargaining updates for membership;
- (d) to assist departments without stewards in hosting department meetings, and act as interim steward in disseminating information to these departments;
- (e) to aid with upkeep of the membership lists and the records of participation in each department;
- (f) to work with VP for Organizing to increase appointments to fill steward vacancies and encourage caucus and event involvement;
- (g) to assist the VP for Grievance in efforts to educate and inform the membership on their rights and duties under the contract or requisite labor laws;
- (h) to assist the VP for Organizing in disseminating important changes to the CBA before, during, and after bargaining (by way of the CCC);
- (i) to assist VP for Organizing and VP for Member Communications in making sure bylaw changes, resolutions, and bargaining updates are communicated to the membership;
- (j) to assist the VP for Operations in planning and implementing Union events, and making sure information about these events is disseminated to the membership.

ARTICLE SEVEN – EXECUTIVE BOARD

Section One- The Executive Board shall meet at least bimonthly, except during the months of July through September, to conduct and monitor the on-going business of the GTFF.

Section Two- The President, with the aid of the Executive Board, shall have the power to fill vacancies on the Executive Board by appointing qualified replacements subject to the advice and consent of the Executive Council. These replacements shall serve until the next regularly scheduled election.

Section Three-

(a) In the event that the President is temporarily or permanently unable to perform his or her duties, the order of succession shall be: Vice President for Organizing; Vice President for Grievance; Vice President for Political Education; Vice President for External Relations; Vice President for Operations; Vice President for Member Communications; **Vice President for Membership**; and Treasurer.

(b) If the President is unable to permanently perform their duties or resigns the position, the new president shall be the Vice President for Organizing (except in the case of Article Seven, Section Three(c) of these Bylaws) and shall appoint, with the aid of the Executive Board and with approval of the Executive Council, a replacement for their vacated office upon assuming the position of President.

(c) If the President is unable to permanently perform their duties the Vice President for Organizing shall not become President if the Vice President for Organizing was not an officer elected to the position by the General Membership. In this situation the new President will be the next available elected officer following the order of succession in Article Seven, Section Three(a) of these Bylaws.

Section Four- Absence of Officers

If any Board member foresees an absence exceeding thirty days, the member shall endeavor to maintain communication with the board during the absence, and arrange with the Board for another Regular Member or staff person to assume her/his non-voting responsibilities.

If any Board member is absent for more than a month and does not communicate this absence to the Executive Board, the President may assume the officer has resigned the office and appoint a replacement.

Section Five- Vacancy of Office positions

If a Board position, with the exception of the President, is unfilled or becomes vacant, the Executive Board shall reassign all duties assigned to that position as deemed necessary until such time as the position becomes filled. No Board position shall remain vacant for more than 60 days.

Section Six- Quorum

The required quorum for binding Executive Board decisions shall be set at **four five** voting members. (The President or acting President does not vote, except in the case of a tie).