

SUBMITTED BY: Taxation Chapter 2595

SUBJECT: Duties of Subordinate Body Officers

RATIONALE: Section 1(C) – Intention is to secure the rights of the majority members of the chapters represented by an Assembly. To assure proper agency representation of the majority members in labor-management committee meetings.

BE IT RESOLVED THAT ARTICLE IX, SECTION 1(C) OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

1 **Article IX - Duties**

2 **Section 1.** The Chapter, District Council, or Assembly President shall:

3 **A.** Preside over all meetings.

4 **B.** Transfer to the succeeding officer within seven (7) days any and all records, books,
5 and property of the office and/or Chapter including and not limited to the records of the
6 Chapter's chief steward.

7 **C.** Except as otherwise provided herein, the president shall appoint all committees needed
8 to conduct this Chapter's, District Council's or Assembly's business. At least one Chapter,
9 District Council, or Assembly executive board member other than the Chapter, District Council,
10 or Assembly officers shall be appointed on each standing committee. **ALL ASSEMBLY**
11 **STATEWIDE LABOR-MANAGEMENT COMMITTEES SHALL CONTAIN**
12 **REPRESENTATION FROM THE AGENCY'S MAJORITY MEMBER CHAPTER**
13 **LEADERSHIP BY AUTOMATIC APPOINTMENT TO THE LMC OF THE MAJORITY**
14 **CHAPTER'S PRESIDENT, VICE PRESIDENT, OR CHIEF STEWARD AS**
15 **DESIGNATED BY THE AGENCY'S MAJORITY MEMBER CHAPTER PRESIDENT.**

16 **D.** Chapter president shall appoint representatives to the district grassroots committee.
17 The District president shall appoint the district grassroots committee chairperson and vice-
18 chairperson.

19 **Section 2.** The Vice President shall:

20 **A.** Assist the President when called upon to do so and, in the case of absence or disability
21 of the president, shall act as President.

22 **B.** Transfer to the succeeding officer within seven (7) days all records, books, and
23 property of the office.

24

Committee Assign _____ Committee Recommend _____ Convention Action _____ Requires Majority Vote

25 **Section 3.** The Chapter, District Council, or Assembly Secretary shall keep:

26 **A.** All records in books or files; the location of which to be known by the President at all
27 times; and

28 **B.** A copy of the State Constitutions and State By-Laws of the OCSEA, and By-Laws of
29 the Chapter, District Council, or Assembly, if any, and the Board policies.

30 **C.** A current membership list of the Chapter, District Council, or Assembly

31 **D.** A record of the minutes of all the meetings of the Chapter, District Council, or
32 Assembly, its Executive Board and Committees after they have been approved.

33 **E.** All communications initiated by the Chapter, District Council, or Assembly.

34 **F.** Transfer to the succeeding officer within seven (7) days all records and books of the
35 office.

36 **G.** Sign all certified copies of activities of the body, such as minutes, unless otherwise
37 specified in the documents.

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

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

41 **B.** Keep an accurate account of all financial transactions of the Chapter, District Council,
42 or Assembly.

43 **C.** Report all financial transactions at each regular meeting of the Chapter, District
44 Council, or Assembly and submit in writing to the Secretary. The report, including Board polls
45 and Executive Board actions, shall be attached to the minutes after approval by the Chapter,
46 District Council, or Assembly.

47 **D.** Submit all necessary financial reports to the Comptroller, as in the State Constitution
48 Article XII, Sections 3 and 4.

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

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

53 **G.** Not authorize any expenditures or incur any obligations for which funds are
54 unavailable.

55 **H.** Transfer to the succeeding officer within seven (7) days all monies, securities,
56 vouchers and all other property.

57 **I.** Sign as evidence of certification all financial transactions of the Chapter, District
58 Council, or Assembly.

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