

From the October 2005 Bylaws:

SECTION D. PRESIDENT

1. The President shall discharge on behalf of the TEA such duties as applicable by law, including, but not limited to, the following:
 - a. Preside – It shall be the duty of the President to preside at all meetings of the TEA and at meetings of the Board. The President shall be the executive head of the TEA.
 - b. Signer – Together with the Treasurer or the Vice-President, the President will sign legal and official papers and orders, and checks lawfully drawn from the TEA bank account.
 - c. Enforce – The President shall enforce strict observance of the Bylaws of the Association.
 - d. Report/Record – It shall be the duty of the President to guarantee the execution and filing of any reports to the Federal or State authorities, and to oversee the maintenance by the Secretary of such records as the law and these Bylaws require them to be kept.
 - e. Chair – The President shall serve as Chairperson on the Nominating Committee and the Political Action Committee. The President shall also be a member ex-officio of all Committees.
 - f. Attrition – In the case that the President shall be unable to complete a term of office, he/she shall be succeeded by the Vice-President, Secretary, Treasurer, then Council of Representatives Chair, in that order, provided that the successor shall be a current office holder by election of the membership and not by appointment.

SECTION E. VICE-PRESIDENT

1. The Vice-President shall discharge on behalf of the TEA such duties as may be imposed upon him/her by the President, these Bylaws or by applicable law, including, but not limited to, the following:
 - a. Assist – The Vice-President shall assist the President in such a manner as the President may determine.
 - b. Preside – In the absence of the President, the Vice-President shall preside at meetings of the Association and of the Board, and shall assume all privileges and obligations of the President during that time.
 - c. Chair – The Vice-President shall be chairperson of the Grievance Committee. The Vice-President shall report in a timely fashion to the Board on the activities of any and all grievances.
 - d. Secure and post on the TEA bulletin board the location for each TEA meeting according to the time limits in Article VIII.

SECTION F. SECRETARY

1. The Secretary shall discharge on behalf of the TEA such duties as may be imposed upon him/her by the President, these Bylaws, or by applicable law, including, but not limited to, the following:
 - a. Maintain the accuracy, neatness, and have custody of all documents, records, books and papers (except financial) required by law and belonging to the TEA.
 - b. Execute and send any reports promptly to Federal, State, and local authorities, and keep a complete final copy with the TEA files.
 - c. Conduct the correspondence of the TEA promptly.
 - d. Attest to and authenticate all official TEA documents with his/her signature.
 - e. Keep accurate meeting summaries of each meeting of the TEA and of the Board. Each meeting summary shall be signed and dated by the Secretary.
 - f. Post the meeting summaries for Regular, Special and Annual meetings on the TEA web site within one week after such meeting.
 - g. Maintain the official list of members of the TEA in an accurate and current manner, including separate listings of fair share, delinquent, retired, inactive and honorary members, attesting their authenticity with the Secretary's signature.
 - h. Serve as Chairperson of the Communications Committee.
 - i. Oversee the design, completeness and accuracy of ballots and other forms for elections, and the distribution of any TEA forms, business tools and literature used in the activities of the Nominating Committee.
 - j. Distribute required notices to the Full Members, and post appropriate notices to the TEA Bulletin Board.

SECTION G. TREASURER

1. The Treasurer shall discharge on behalf of the TEA such duties as may be imposed upon him/her by the President, these Bylaws, or by applicable law, including, but not limited to, the following:
 - a. Receive all moneys and receipts due the TEA, from whatever source, and promptly place them in the TEA bank account. The Treasurer shall disburse the same only by check signed by him/her and the President or Vice-President.
 - b. Keep the TEA funds in an account at a bank, which is either federally insured, or which is backed by the full faith and credit of the US government.
 - c. Maintain and keep current and accurate records of members' dues, levies, payments, and all other financial transactions.
 - d. Notify members within fifteen (15) days of their financial delinquency. (See Article V, Section D.)

- e. Be prepared to exhibit receipts and vouchers upon request for the audit of the TEA's records.
- f. Present to the Body at each Regular meeting an accounting of the past month's financial transactions to provide accountability and justification of any disbursements of the TEA funds.

SECTION H. WTD AND TRANSIT BARGAINING CHAIRS

1. The WTD and Transit Bargaining Chairs shall discharge on behalf of the TEA such duties as may be imposed upon him/her by the President, these Bylaws, or by applicable law, including but not limited to, the following:
 - a. Chair the respective Bargaining Committee for the development of the Collective Bargaining Agreement with the County.
 - b. Lead the Bargaining Team that meets regularly with County representatives and coordinate meeting logistics with the County and Legal Counsel.
 - c. Report and make presentations regularly to the Board and Body on the status of negotiations.
 - d. Present negotiated contracts to the Board for action for presentation to the respective Bargaining Units for ratification vote.
 - e. Assist with any changes to the Collective Bargaining Agreement that may be required outside regular contract bargaining periods.

SECTION I. COUNCIL OF REPRESENTATIVES CHAIR

1. The Chair shall discharge on behalf of the TEA such duties as may be imposed upon him/her by the President, these Bylaws, or by applicable law, including but not limited to, the following:
 - a. Chair the Council.
 - b. Identify and maintain a list of all work group representatives.
 - c. Communicate TEA and Council information and issues between the Board and Council.
 - d. Represent the Council at Board meetings.