## Article I – Duties of Officers

Section 1

The Co-Presidents shall:

* 1. Fulfill the duties of the chief executive officers of the BUP;
	2. Administer all affairs and execute all policies of the BUP;
	3. Preside over all meetings of the Executive Committee, Representative Delegate Assembly, and General Membership;
	4. Be ex-officio members of all committees except the election and audit committee;
	5. Serve as first and second Representative Delegate to the conventions of all affiliate bodies;
	6. Fill any vacancies arising on the Executive Committee with the approval of the Representative Delegate Assembly;
	7. Fulfill such other duties as the office requires and as are consistent with the Constitution;
	8. Appoint all committee chairpersons with the approval of the Representative Delegate Assembly;
	9. Report to membership semi-annually on the status of the BUP;
	10. Establish ad-hoc committees as warranted;
	11. The President or Co-Presidents shall be the official spokesperson for the Association.

Section 2

The Vice President shall:

1. Assume the duties of the Co-Presidency in the absence of one of the Presidents;
2. Become a Co-President of the BUP should the office become vacant;
3. Carry out those duties and responsibilities as delegated by the President;
4. Serve as first alternate to the conventions of all affiliate bodies;
5. Serve as the Grievance Chairperson.
6. Serve as member of the Sick Bank Committee.

Section 3

The Treasurer shall:

* 1. Keep an up to date membership list and membership records of dues received;
	2. Be responsible for the proper receipt and disbursement of union funds;
	3. Disburse funds with the authorization of a second executive officer;
	4. Create annual budget for submission to the executive committee;
	5. Adhere to all financial controls advised by NYSUT, and its national affiliates. Conduct audit and transmit to AFT;
	6. Follow per capita convention requirements;
	7. Make a periodic reporting of all financial records of the BUP to the Delegate’s Assembly and Executive Committee.
	8. Serve as member of the Endowment Committee.
	9. Carry out those duties and responsibilities as delegated by the President;

Section 4

The Secretary Shall:

1. Record the minutes of General Membership, Delegate’s Assembly, and Executive Committee Meetings;
2. Maintain the Constitution and all other official documents and records of the BUP;
3. Assure timely notification of all scheduled meetings;
4. Handle all BUP correspondences, under the direction of the Executive Committee;
5. Preserve all election ballots, election records, and referendum records for a period of one year;
6. Keep all non-financial records of the BUP including an up to date membership list;
7. Provide NYSUT with an annual list of officers;
8. Carry out those duties and responsibilities as delegated by the Presidents.

 **Article II: Delegate Assembly**

Section 1:

The Representative Delegates shall:

A. Represent the interests of the bargaining unit members in the department or job group in which they were elected;

B. Attend all Representative Delegate Assembly meetings;

C. Act as a liaison between the Representative Delegate Assembly and members of the department;

D. Call department meetings, when necessary for the purpose of conducting BUP business.

E. Distribute all appropriate information received from local, state, and national organizations;

F. Present the concerns and requests of members to the Representative Delegate Assembly, Executive Committee, and department administration;

G. Keep an up to date contact list of all members in the department.

Section 2

In cases where members of a job group are assigned over separate programs, all steps shall be made to insure at least one of the delegates for that job group shall be from separate programs.

The Representative Delegate Assembly shall:

1. Approve an annual budget;
2. Act upon extraordinary expenditures which may require modification of the budget;
3. Make policy recommendations of the Executive Committee;
4. Implement policies established by the membership;
5. Powers not specifically delegated to the Executive committee, officers or other groups shall be vested in the Representative Delegate’s Assembly;
6. Follow the Representative Delegate Assembly Policies and Guidelines.

Section 3:

Elected Delegates:

1. Each department/program is entitled to one delegate for every thirty members, or the majority fraction thereof;
2. Shall be paid $599 per year;
3. Stipends shall be paid twice a year, December and June.

Delegates who are transferred to another program/department:

1. Service as a delegate to your previous program/department is terminated, and an election will be held, per the election by-laws.
2. If there is a need in the new program/department, the delegate may transfer service to the new department, per the election by-laws.

BUP Financial Review Committee (FRC) Procedures:

The FRC consists of one chair and two-four members. The BUP Treasurer serves as liaison between the FRC and the BUP Executive Committee and is expected to provide and present the financial documents required for each meeting.

The fiscal year ends June 30th, close books by 9/30 then send annual report to accountant, then they send IRS 990 form (regular, not EZ) for Treasurer and one Officer to sign and then send to IRS (by November 15th).

Monthly Financial Review:

1. Review Profit and Loss monthly and YTD budget report. Check the bank reconciliation (through QuickBooks Accounting Software), with the bank statement – then these statements are both signed by treasurer, one Co-President and FRC member.
2. Review Balance Sheet, comparing current month this year against last year.
3. Check invoices and carbon copies of checks and make sure they match, initial if they match and are in good order. Minutes will include the number range of the checks reviewed in each meeting.
4. Close of month balance – Bank reconciliation and bank statement that Treasurer reconciles every month (FRC and Treasurer sign them).

January:

\*As per AFT guidelines for Financial Review Committee – report of previous fiscal year goes to NYSUT and AFT, complete annually by January 1st. Send with letter (signed by FRC members,

co-presidents, and treasurer), annual report and a copy of the

990. (Internal Audit)

\*IRS Forms 1099 – done by treasurer at end of regular year, and then shares with FRC for review (1096 is IRS cover document for 1099)

February:

\*Draft Budget procedure (extra meeting in April for budget only with delegate assembly): FRC will begin reviewing with Treasurer starting in February.

Notes:

\*Treasurer prints out summary reconciliation and detailed reconciliation from QuickBooks

\*QuickBooks is used; it is on the BUP computer in the BUP office. Two signatures per check and all have carbons

\*Safeguards for the Endowment Fund: Both Co-Presidents plus the Treasurer must sign in order for funds to be transferred. A registered letter from the BUP Secretary is required for a change in the authorized signers.

\*Every deposit, expense, withdrawal needs a paper trail.

\*There is no debit card, nor shall there be. Only banking done electronically are the dues to NYSUT, and payments from Monroe #1 BOCES (dues payments).

\*Treasurer has a file box for the year’s worth of finances, and it is kept locked in the BUP Office. Officers only have the keys.

\*Collect committee attendance and minutes at monthly meetings for all Committees. Review for payment of stipends.

\*Share FRC minutes with Committee chairs and officers and FRC committee members.

\*We do not collect dues from retirees, even if they are subbing at BOCES.

\*Reserve: 25 K, minimal on income, and any carry over cash goes into savings account as reserve for future unexpected expenses or inflation, or as a membership we can decide what to do with extra funds.

Policies are extensions of the constitution and future revisions may be recommended by the Executive Committee with approval of a two-thirds (2/3) vote by the Delegate Assembly.