

ARTICLE II—OFFICERS

Section 1: The officers shall assume their duties May 1.

Section 2: President

The President shall be the chief policy officer of the organization, and as its chief policy leader shall:

- a. Represent the organization as spokesperson on matters of policy, or delegate responsibility for such representation.
- b. Preside at all meetings of the governing bodies of the organization, and shall prepare the agenda for these meetings.
- c. Make reports to the Executive Board and Representative Council.
- d. Appoint chairpersons and all members of committees as provided for in this Constitution, and serve as an ex-officio member of all appointive bodies or affiliates authorized by the governing bodies.
- e. Charge all appointed bodies with their duties and responsibilities.
- f. Prepare, with the assistance of the First Vice President and Treasurer, a goal-oriented budget for submission to the Executive Board. The tentative budget, following adoption by the Executive Board, shall be recommended to the Representative Council for its approval.
- g. Perform duties assigned by this Constitution and those duties customarily assumed by the chief officer of an organization.
- h. Sign all checks of the organization along with the Treasurer.

Section 3: First Vice President

The First Vice President shall be an officer who shall, in absence of or inability of the President to perform his or her duties and functions, exercise said duties and functions. The First Vice President shall assist the President in carrying out his or her duties and exercise all other duties and functions as assigned by the President and prescribed by this Constitution and Bylaws.

It shall be the primary responsibility of this officer to serve as liaison to all Annual Committees of the organization and to coordinate the organization's membership program.

Section 4: Second Vice President

The Second Vice President shall be the officer who shall, in the absence of or inability of the President and First Vice President to perform their duties and functions, exercise said duties and functions. The Second Vice President shall assist the President in carrying out his **or her** duties and exercise all other duties and functions as assigned by the President and prescribed by this Constitution and Bylaws.

It shall be the primary responsibility of this officer to serve as liaison to all Task Force Committees of the organization and foster the participation of minority members in the affairs of the organization.

The Second Vice President shall be knowledgeable regarding Robert's Rules of Order, newly revised, and shall use such knowledge in an advisory role to the President or presiding officer at governance meetings. Upon challenge by any member at any membership or governance meeting, a majority vote of those members present at that meeting shall determine the proper procedures to continue the business before the body.

Section 5: Secretary

The Secretary shall take roll and keep accurate minutes of all Association governance meetings and shall assist the President with the correspondence of the organization as requested.

Section 6: Treasurer

The Treasurer shall assure that all funds are deposited in the appropriate organization accounts at the financial institution(s) designated by the Executive Board and disbursed in accordance with the approved budget or as directed by the Executive Board. He **or she** also shall assure the proper collection of the organization's dues and assessments and transmission of the amounts due to those regional, state, national, or other affiliates designated by the Representative Council.

The Treasurer, together with the President and First Vice President, shall prepare a goal-oriented budget for submission to the Executive Board. He **or she** also shall oversee the keeping of accurate financial records and supervise the development of no less than quarterly written financial statements and annual budget reports for distribution to each member of the Representative Council. The Treasurer shall be one of the association officers eligible to co-sign all checks **of the organization.**

Section 7: Area Vice Presidents (7)

The Area Vice Presidents shall advise and assist the President; assist in promoting membership in the Collier County Education Association; assist in direct communication with the membership in their respective geographic areas; serve as chairpersons or consultants to the committees upon assignment of the President; and perform such other duties as they may be assigned.

Section 8: Members holding the office of President, First Vice President, Second Vice President, Secretary and Treasurer shall be limited to two consecutive two-year terms. Area Vice Presidents shall be eligible to hold two or more consecutive two-year terms. All incumbents shall be eligible to hold any other office upon completion of their present terms or upon resignation from their present offices.