



# Berkeley Federation of Teachers

1432 University Avenue  
Berkeley, CA 94702-1509  
www.berkeleyfederationofteachers.org

**Local 1078, AFL-CIO**

p: (510) 549-2307  
f: (510) 549-2308  
e: bft4tchr@lmi.net

## BFT EXECUTIVE OFFICER NOMINATIONS NOW OPEN

The two-year terms of the current BFT Executive Officers expire June 30, 2019. Nominations are now being accepted for BFT President, Vice-President, Secretary, and Treasurer, as well as for delegates to the Alameda County Central Labor Council.

Contested elections are good for union democracy! Members are encouraged to consider nominating themselves for an executive office position. Please see reverse for Executive Office duties per the BFT bylaws.

***Nomination forms must be scanned to BFT at  
[bft4tchr@lmi.net](mailto:bft4tchr@lmi.net) by  
Thursday, May 2<sup>nd</sup> at 5pm***

***Please be sure you receive an email confirming  
receipt of your form.***

*For more information on the process, please call the BFT office at 549-2307.*

President\_\_\_\_\_

Vice President\_\_\_\_\_

Treasurer\_\_\_\_\_

Secretary\_\_\_\_\_

Central Labor Council Delegate\_\_\_\_\_

## **Article III of the BFT By-laws:**

### **OFFICERS' DUTIES**

#### Section 1. The President

- a. Shall preside over all meetings at which he/she is present.
- b. Shall serve as the representative of the BFT, or shall appoint any member to serve in this capacity on an interim basis, subject to approval at the next Executive Board meeting.
- c. Shall appoint all committee chairpersons and members, subject to the approval of the Executive Board.
- d. Shall dissolve all committees upon approval of the simple majority of the general membership present at a general or special meeting.
- e. Shall have the right to call Executive Board meetings and special meetings of the general membership.
- f. Shall have the right to express the policies of the BFT on all matters pertaining to education at any public or private meeting.
- g. Shall have the right to determine methods of implementing BFT policies and goals, with the approval of the Executive Board.
- h. Shall have the right to sit on any committee.
- i. Shall appoint a parliamentarian.
- j. Shall appoint one (1) delegate to the Central Labor Council as head delegate.
- k. Shall ensure that the contract proposals are prepared on time, and that negotiations are carried out.
- l. Shall supervise the Treasurer in preparing the Annual Budget.
- m. Shall serve as the head of the Negotiating Team.
- n. Shall be responsible for, and manage, the Union office.

#### Section 2. The Executive Vice-President

- a. Shall assume the duties of the President, when that officer is unable to fulfill them.
- b. Shall serve as co-chairperson of all temporary committees.

#### Section 3. The Area Vice-Presidents

- a. Shall have the right to call and preside over their area meetings.
- b. Shall act as liaison between their area and the Executive Board.
- c. Shall be responsible for making certain that a building Site Representative is elected at each site in his/her area.
- d. Shall fulfill the duties and responsibilities identified in the BFT Area VP job description approved by the Executive Board.
- e. Shall be compensated on an annual basis at the stipend rate identified in the Area VP job description. The stipend shall be set at \$300 as of 2001 and thereafter increased annually by the minimum percentage increase received for all segments of the bargaining unit.

#### Section 4. The Treasurer

- a. Shall monitor all funds and supervise all disbursements, and the keeping of accurate accounting of all transactions.
- b. Shall present a financial report at meetings, showing the annual budget, receipts, and expenditures to date, and the budget balance.
- c. Shall participate in the preparation of an annual operating budget with the President to be presented to the first (1st) Executive Board meeting of the year for adoption.
- d. Shall periodically review the budget and shall present budget modifications to the membership for adoption.

#### Section 5. The Recording Secretary

- a. Shall record and preserve accurate minutes at all meetings.
- b. Shall preserve all documents of the BFT.
- c. Shall maintain a record of all Berkeley Federation of Teachers policies.