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Section 4. Qualifications:

A. A candidate for office shall have been an Active Member for at least two (2) years prior to the date of the election.

B. The Elementary and Secondary Vice Presidents shall be nominated from their respective teaching levels.

C. A member of UTLA cannot hold both an elected or appointed position and a part or full-time staff position in UTLA.

D. No person who has been a member of UTLA staff or affiliate staff shall be permitted to serve as an officer of UTLA until that person has been an employee of the Board of Education for at least two (2) years prior to their taking office.

Section 5. Elections:

1. The officers shall be elected by the UTLA membership by secret ballot.

A. Elections shall be held in the third year of the term of office.

B. Time and procedures of the election which are not otherwise specified in these Bylaws or the UTLA Election Manual, shall be determined by the Board of Directors.

C. All candidates for UTLA offices shall be nominated by a declaration of candidacy stating their intention to run.

1. This shall be the only means of nominating a candidate.

Section 6. Powers and Duties:

A. President: The President shall have the following powers and duties, subject to the direction and policies established by the House of Representatives.

1. To preside at all meetings of the Board of Directors.

2. To preside at all meetings of the House of Representatives.

3. To call special meetings of the Board of Directors upon request of six (6) or more directors with six (6) days' notice to all members of the Board of Directors.

4. To call special meetings of the House of Representatives upon request of the Board of Directors or on petition of fifty (50) members of the House of Representatives with six (6) days' notice to all members of the House.

5. To sign contracts and other instruments connected with the business affairs and professional activities of UTLA, subject to guidelines of the House of Representatives and subject to the Board of Directors' approval.

7. To make reports of activities of and to the Board of Directors, the House of Representatives, and the membership.

8. To serve as the official representative of UTLA.

9. To be an ex-officio voting member of all committees of UTLA, except the Election Committee.

10. To perform such duties as may properly pertain to their office as provided elsewhere in the Bylaws or standing rules.

230 11. To direct the planning of the meetings of the House of Representatives
231 and such other conferences and meetings as may be sponsored by UTLA.

232 12. Supervise all UTLA communications, internal and external, and be the
233 editor in chief of the United Teacher

234 13. Other duties as assigned by the Board of Directors.
235

236 B. NEA and AFT Vice Presidents. The NEA and AFT Vice Presidents shall have
237 the following powers and duties:

238 1. To represent the President at as requested at meetings and
239 conferences sponsored by UTLA.

240 2. To assist the President in the administration of the activities of UTLA.

241 3. To authorize by their signature all expenditures of money approved by
242 the appropriate body and drawn on the treasury, subject to guidelines of the
243 House of Representatives and subject to Board of Directors approval.

244 4. To be an ex-officio voting member of all committees of UTLA except the
245 elections committee and committees pertaining to the affiliates not represented
246 by each Vice President, and to aid and maintain the fulfillment of all duties,
247 functions and reports of the several committees.

248 5. To serve on various committees pertaining to affiliate work of the
249 affiliate that the Vice President represents.

250 6. To perform such duties as are assigned by the Board of Directors or the
251 President.
252

253 C. Elementary and Secondary Vice Presidents: The Elementary and Secondary
254 Vice Presidents shall have the following powers and duties:

255 1. To represent and serve the President at meetings and conferences
256 especially connected to their respective teaching levels.

257 2. To be an ex-officio voting member of all committees except the
258 Elections Committee and to aid and maintain the fulfillment of all duties,
259 functions, and reports of the several committees.

260 3. To perform such duties as are assigned by the Board of Directors.

261 4. To perform such other duties as may properly pertain to the office of
262 Elementary or Secondary Vice President or as provided elsewhere in these
263 Bylaws or standing rules.
264

265 D. Treasurer: The Treasurer shall have the following powers and duties:

266 1. To have official custody of all funds of UTLA.

267 2. To exercise general supervision over the receipt and disbursement of
268 all funds of UTLA.

269 3. To serve as chairperson of the Budget and Finance Committee of the
270 Board of Directors.

271 4. To supervise the preparation of the annual budget and periodic financial
272 reports to members of the Board of Directors and House of Representatives.

273 5. To supervise the preparation of such other financial reports, including
274 the annual independent audit, as may be required by the Board of Directors or
275 the House of Representatives.

276 6. To approve by their signature all expenditures of money approved by
277 the House of Representatives and drawn on the Treasury.

278 7. Other duties as assigned by the Board of Directors or the President.
279

280 E. Secretary: The Secretary shall have the following powers and duties:

281 1. To keep adequate records of all proceedings of the House of
282 Representatives and Board of Directors.

283 2. To maintain an accurate roster of UTLA membership and an accurate
284 list of committees and personnel.

285 3. Other duties as assigned by the Board of Directors or the President.

286 4. To perform such other duties as properly pertain to their office and as
287 may be provided elsewhere in these Bylaws and standing rules.
288

289 Section 7. Vacancies and Resignations of Officers:

290 A. In case of the absence of the President from any particular meeting, the
291 duty of presiding at such meeting shall fall on the Vice Presidents in the order
292 they a listed in Section 2 of this article.
293

294 B. In the event of a temporary or permanent vacancy in the office of
295 President, the Board of Directors will automatically hold a special meeting within
296 seven (7) working days of said vacancy, to be called by the elected UTLA
297 Secretary, for the purpose of electing an interim presiding officer from the UTLA
298 Board of Directors, to serve until the election, called for in the UTLA Constitution
299 in the event of such vacancy, is held and a new President is declared elected.

300 1. The presiding officer of that meeting may not be a candidate for
301 the presidency in that special election.
302

303 C. In the event of death, resignation, impeachment, removal or inability to
304 serve of any other officer, the position shall be filled by election by the Board of
305 Directors and ratified by the House of Representatives.
306

307 **ARTICLE IV – BOARD OF DIRECTORS**

308 Section 1. Composition: The Board of Directors shall consist of:

309 A. Seven (7) elected officers.

310 B. Four (4) directors from each area elected by all members of that area.

311 C. The Immediate Past President, if available.

312 D. 7 Directors from Special Categories:

313 1. One (1) director elected by Health and Human Services

314 2. One (1) director elected by the Substitute Teachers

315 3. One (1) director elected by the Adult Education Division teachers

316 4. One (1) director elected by the Early Childhood Educators

317 5. One (1) director elected by Special Education Teachers

318 6. One (1) director holding a Bilingual Certificate of Competence, BCLAD
319 or equivalent elected by bilingual education teachers

320 7. One (1) director elected by UTLA-R members