

5 Executive

5.1 The Members of the Executive shall consist of the following:

- (a) President;
- (b) Vice-President;
- (c) Past-President, subject to article 5.4;
- (d) Secretary;
- (e) Treasurer;
- (f) Committee Chairpersons of the Standing Committees set out in these Bylaws;
and
- (g) Two (2) Members-at-large; and

5.2 The duties of the Members of the Executive shall include the following:

- a) The President is the representative of the Local and shall communicate on behalf of the Local; shall call and preside at all Membership and Executive Meetings; shall be an *ex-officio* member of all Standing Committees and *ad hoc* committees of the Local; shall delegate duties and supervise any duties so delegated; and shall perform such duties as the Executive shall assign.
- b) The Vice-President shall: assume the duties of the President in the absence of the President, unless unable or unwilling to do so, as delegated by the Executive; and perform such duties as the President or Executive shall assign.
- c) Subject to article 5.4, the Past-President shall provide information about Local business to the President and Executive upon request.
- d) The Secretary shall: prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of the proceedings of all Membership meetings and Executive meetings, including a record of decisions made during *in-camera* portions of meetings; ensure that minutes taken during *in-camera* portions of meetings are kept sealed; make available upon the request of Members minutes of Membership meetings and Executive meetings (other than *in-camera* minutes); produce minutes of meetings, including *in-camera* minutes, and other records upon request to the General Secretary of the Society; preserve records of the Local, other than financial records, which records shall belong to the Local; and perform such other duties as the Executive shall assign.

- e) The Treasurer shall: oversee the proper conduct of the financial affairs of the Local pursuant to the requirements of the Society; preserve the financial records of the Local, which records shall belong to the Local; ensure that financial records are preserved for at least seven (7) years; report on the financial affairs of the Local to the Executive and the Membership; and perform such duties as the Executive shall assign.
- f) Committee chairpersons shall ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws, and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Executive; keep minutes of Committee meetings and a record of the Committee's work; report on the work of the Committee upon request by the Executive; and perform such duties as the Executive shall assign.
- g) Members-at-large shall perform such duties as the Executive shall assign.

5.3 All Members of the Executive shall be elected positions, with the exception of the Past-President.

5.4 A President of the Local who does not seek re-election or is defeated after one (1) or more terms in office is eligible to serve one (1) additional year on the Executive as Past-President, provided the Past-President remains a Member who is entitled to participate in the Political Processes of the Local at all times during that Year.

5.5 Subject to article 5.4, Members of the Executive shall hold a one (1) year term of office beginning July 1 following the Annual General Meeting.

5.6 The Members shall determine the release time of the President of the Local and any other Members of the Executive, subject to the terms of the Collective Agreement and the Budget of the Local.

5.7 Subject to the approved Budget of the Local, the Local shall endeavor to provide compensation for release time to the Member, as though the Member of the Executive teaches or works for the equivalent of the release time, and no Member of the Executive shall suffer a reduction in salary that would be earned pursuant to the Collective Agreement as a result of occupying a position on the Executive with release time.