

**ASSOCIATION OF CATHOLIC TEACHERS**  
**LOCAL 1776**  
**1700 SANSOM STREET, SUITE 903**  
**PHILADELPHIA, PA 19103**  
**215-568-4175**

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# **NOTICE OF ELECTION**

In accordance with the Constitution of the Association of Catholic Teachers as specified in Article V, Section 3:

...IN EACH NOVEMBER OF EVEN NUMBERED YEARS, OFFICERS OTHER THAN AREA VICE PRESIDENTS SHALL BE ELECTED BY THE ENTIRE ACTIVE MEMBERSHIP BY SECRET OFFICIAL BALLOT FOR A TERM OF TWO (2) YEARS.

**ELIGIBLE MEMBERS WHO WISH TO RUN FOR A SPECIFIC OFFICE SHALL FILE A PETITION WITH THE NOMINATIONS AND ELECTIONS COMMITTEE NO LATER THAN OCTOBER 20. THESE PETITIONS SHALL STATE:**

I, (name of candidate), wish to run for the Office of (name of Office) and will serve in that Office if elected.

SUCH PETITIONS SHALL BEAR THE SIGNATURES OF TWENTY-FIVE (25) REGULAR MEMBERS AND THE DESIGNATIONS OF THEIR SCHOOLS.

IN THE EVENT THAT NO PETITIONS ARE RECEIVED FOR NOMINATIONS TO A PARTICULAR OFFICE BY OCTOBER 20, ONLY IN THIS EVENT SHALL THE NOMINATIONS COMMITTEE MAKE NOMINATIONS. IN THIS EVENT THEY SHALL NOMINATE AT LEAST TWO (2) ELIGIBLE MEMBERS FOR THE SPECIFIC OFFICE(S) BY OCTOBER 25.

BALLOTS SHALL BE SENT OUT NO LATER THAN NOVEMBER 10 AND MUST BE RETURNED NO LATER THAN NOVEMBER 25.

**All petitions shall be addressed to the NOMINATIONS AND ELECTIONS COMMITTEE, ACT OFFICE, 1700 SANSOM STREET, SUITE 903, PHILADELPHIA, PA 19103.**

EXECUTIVE BOARD ELECTION – PAGE 2

THE FOLLOWING EXECUTIVE BOARD POSITIONS ARE SUBJECT TO THE SECRET BALLOT ELECTIONS:

PRESIDENT  
VICE PRESIDENT  
EXECUTIVE SECRETARY  
TREASURER

LEGISLATIVE REPRESENTATIVE  
MEMBER-AT-LARGE  
MEMBER-AT-LARGE  
MEMBER-AT-LARGE

THE **PRESIDENT** SHALL BE THE CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION. THE PRESIDENT OR HIS/HER DESIGNEE SHALL PRESIDE AT ALL MEETINGS OF THE MEMBERS AND OF THE EXECUTIVE BOARD. THE PRESIDENT SHALL SERVE AS AN EX-OFFICIO MEMBER OF ANY COMMITTEE EXCEPT THE NOMINATIONS AND ELECTIONS COMMITTEE.

THE **VICE PRESIDENT** SHALL ASSIST THE PRESIDENT IN THE PERFORMANCE OF HIS/HER DUTIES. THE VICE PRESIDENT SHALL, IN THE ABSENCE OF THE PRESIDENT, PRESIDE AT MEETINGS AND PERFORM THE DUTIES OF THE PRESIDENT. IN THE EVENT OF A VACANCY IN THE OFFICE OF THE PRESIDENT, THE VICE PRESIDENT SHALL SUCCEED TO THE OFFICE OF THE UNEXPIRED TERM.

THE **EXECUTIVE SECRETARY** SHALL KEEP RECORDS AND MINUTES OF ALL MEETINGS OF MEMBERS AND OF THE EXECUTIVE BOARD AND SHALL BE RESPONSIBLE FOR THE REGULAR CORRESPONDENCE OF THE ORGANIZATION. THE EXECUTIVE SECRETARY SHALL BE RESPONSIBLE FOR THE SAFE KEEPING OF ALL DOCUMENTS PERTAINING TO THE ORGANIZATION, ITS BUSINESS AND AFFAIRS, EXCEPT FINANCIAL RECORDS, AND SHALL MAINTAIN THE OFFICIAL LIST OF ASSOCIATION MEMBERS.

THE **TREASURER** SHALL BE THE CHIEF FINANCIAL OFFICER OF THE ORGANIZATION AND SHALL BE RESPONSIBLE FOR ALL FUNDS RECEIVED OR DISBURSED BY THE ORGANIZATION. HE/SHE SHALL SUBMIT A WRITTEN FINANCIAL REPORT TO THE EXECUTIVE BOARD AT LEAST QUARTERLY AND HE/SHE SHALL SUBMIT AN ANNUAL FINANCIAL STATEMENT TO THE MEMBERSHIP. HE/SHE SHALL SERVE AS CHAIRMAN OF THE BUDGET BOARD COMMITTEE BUT SHALL NOT SERVE ON ANY COMMITTEE CHARGED WITH AUDITING OR OTHERWISE INVESTIGATING THE FINANCIAL AFFAIRS OF THE ORGANIZATION. THE TREASURER AND ANY OTHER OFFICERS AUTHORIZED TO SIGN CHECKS SHALL BE BONDED BY A LICENSED AGENCY.

THE **LEGISLATIVE REPRESENTATIVE** AND THE THREE **(3) MEMBERS-AT-LARGE** ARE ASSIGNED DUTIES AND AREAS OF RESPONSIBILITY BY THE EXECUTIVE BOARD.