



### Officer Nomination Form

Are you interested in nominating yourself or someone else for an officer position? If so, please complete the form below and submit it to your local Vice President.

To be nominated or elected and to hold office, a member must meet the following requirements:

- Be a member in good standing of ATPE Brownsville Local
- Meet the qualifications of the position.

Name:	
Local Unit:	
Officer Position Sought:	
Number of Years in ATPE:	

Leadership Experience:

Please describe why you feel you are the best candidate for the officer position you seek.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline:** Friday, April 5, 2019

**Email this form to:** Isabel Garza at [migarza@bisd.us](mailto:migarza@bisd.us)

**Elections will be:** April 17, 2019



## Section 7: Duties of Officers

Officers shall have and shall exercise the following duties:

a) **President.** The president shall preside at all meetings. In general he/she shall perform all duties incidental to the office of president and other duties as may be necessary for the growth of the local unit. The president will select and certify to the secretary of ATPE the names of the local unit state convention delegates and alternates no fewer than thirty (30) days prior to the date of the state convention. The president shall submit a copy of the local unit's duly adopted bylaws and its officer list, upon amendment, to the ATPE state office.

b) **Vice President.** In the absence of the president, the vice president shall perform the duties of the president. When so acting, he/she shall have all the powers of and be subject to all restrictions upon the president. The vice president shall perform such other duties as may be assigned to him/her by the president.

c) **Secretary.** The secretary shall keep the minutes of the meetings and activities of the local unit and shall give all notices to members in accordance with the provisions of these bylaws.

d) **Treasurer.** The treasurer shall have charge and custody of and be responsible for monies, dues from and payable to any source whatsoever, and deposit all such monies in a financial institution as determined by the Executive Committee. He/she shall keep the Executive Committee and the members apprised of the financial condition of the local unit.

e) **Immediate Past President.** The immediate past president shall serve as a member of the Executive Committee and shall perform other duties as may from time to time be assigned to him/her by the president.