



*Here is a quick overview
of each DUTU position.*

Executive Officers:

President: The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Union policies between Governing Council meetings, sign contracts and agreements, represent the Union before the public either personally or through designees, appoint and remove members of all committees with the consent of the Governing Council, serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Governing Council, and the membership. Further, the President will have the power and duty to perform all acts generally associated with the nature of the office and such other duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

Vice-President: The Vice-President will have the powers and duties of the President in the President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and will otherwise have such powers and duties as may be assigned by the President.

Secretary: The Secretary shall maintain the official files and shall assist the President with Union correspondence. The Secretary shall keep accurate minutes of each meeting of the Governing Council and each meeting of the membership and shall notify members of regular and special meetings.

Treasurer: The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, and report such records at the Governing Council meeting and meetings of the membership. The Treasurer shall be responsible for the payment of bills, annual audits with audit chairperson, updating and returning of membership rosters to IEA, and for transmitting dues to the IEA as per IEA policies.

Governing Council Chairs

Grievance Chair: Shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure.

Staff Development Chair: Works with management to bring employees opportunities for continuing education. They help to bring programs designed to enhance the skills relevant to their position in Transportation.

Newsletter: Write and publish the DUTU newsletter. Be consistent with distribution.

Bylaws & Legislation: Will be responsible for updating and recommending changes to the Bylaws.

Social & Sunshine: Fundraising, Plan Events for DUTU Members such as winter party, picnics and events at base, send condolence cards to members, prepare cards and gift cards for Retires. Order dinners for Governing Council Meetings.

Health & Safety: Work with Management to discuss and solve problems pertaining to all members' safety while at work.

Membership: Work with all New Employees to get them signed up to be members of DUTU. Do all paperwork involved with membership for U-46 Human Resources, IEA/NEA and DUTU. Report to DUTU Governing Council and General Membership about how sign up is going.

Audit: Shall run an audit of the Union's Financials two times a year and report to the Governing Council and the General Membership

Field Trips: Will meet and work with the Trip Advisor to ensure that trip procedures are being followed. The Trip Chair & Committee will meet and work with management to update our trip procedures as needed.

Elections: Make sure all Elections for DUTU are posted and held according to the Bylaws. Organize all election days at Transportation Buildings.

Accident Review: Will meet with Management monthly during the school term and report to the Governing Council and the General Membership. They will make the decision regarding an incident, preventable or non preventable according to the National Safety Council.

Benefit Resource: Will attend the quarterly meetings with the district, and report to the Governing Council and the General Membership.

Technology: In charge of updating & maintaining websites and other technology items as needed.

Student Discipline: Coordinates with Management, Drivers, and Assistants to develop constructive avenues of discipline for all students. Thus, creating a safe working environment.

If you are interested in running for any of these positions, please fill out a nomination form.

**NOMINATION FORMS ARE AVAILABLE STARTING JANUARY 31 2024
AND ARE DUE BY FEBRUARY 21, 2024**

Nomination forms are available at:

1.) Our Website
www.mydutu.org

2.) Facebook Page
"DUTU Members Only"

3.) Ask Colette or
Heather W

Please submit forms to Colette Cruz: ctcruz1555@gmail.com or
Heather Weiss: heathermweiss@yahoo.com