

B. Within 30 days following the first quarterly Executive Board meeting after the close of the Biennial Convention, the State Executive Board shall update all Convention delegates and alternates of the ASEA Biennial Convention, and all chapter presidents and stewards, on the progress of implementation of the Resolutions passed during the Convention. Such updates shall be sent on email. For any delegate, alternate, chapter president, or steward who does not have email access, such updates shall be mailed to the address on file. Such updates shall also be posted to the ASEA website.

Following each quarterly Executive Board meeting, the State Executive Board shall update all convention delegates and alternates, chapter presidents, and stewards on the progress of the implementation of the Resolutions passed during the Convention. Such updates shall be sent on email. For any delegate, alternate, chapter president, or steward who does not have email access, such updates shall be mailed to the address on file. Such updates shall also be posted to the ASEA website.

Whenever a resolution has a final outcome, the State Executive Board shall update all Convention delegates and alternates, chapter presidents, and stewards on the final outcome and justification for the outcome, of the resolution. Such updates shall be sent on email. For any delegate, alternate, chapter president, or steward who does not have email access, such updates shall be mailed to the address on file. Such updates shall also be posted to the ASEA website.

4.05.040 State Executive Board Correspondence

~~A.~~ Occasionally, the Board will assign to the President, Executive Director, individual members, or to a Subcommittee of the Board the responsibility to make inquiries, request documents, conduct investigations, or otherwise communicate with third parties on behalf of the Executive Board. The Secretary has the duty to maintain the official proceedings and correspondence of the Executive Board. To assist the Secretary in maintaining an accurate record of all officially authorized Board business, the President, Executive Director, the chair of a subcommittee, and each individual member properly authorized shall:

~~A1.~~ Provide to the Secretary a copy of all letters, e-mail, or facsimile purporting to be official Executive Board business within 10 days of the date of issuance.

~~B2.~~ Provide to the Secretary a copy of any communication received in response to items in paragraph A within 10 days of the receipt of such response.

The Secretary shall keep all official correspondence on file at the Union's headquarters office. The Secretary shall report to the Board during quarterly meetings on all official Executive Board correspondence sent and received.

B. At each quarterly State Executive Board meeting, the Board will ascertain whether or not Member comments received prior to or during the meeting require a response from the Board. If so, the Board shall assign the appropriate person (s) to work with the Secretary to respond prior to the next quarterly meeting