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Executive Board Roles & Responsibilities

Special Membership Meeting

August 31, 2022

**Vice President**

a. The Vice President shall perform the duties of the President in the absence of that officer, and, in case of resignation or death of the President, shall perform the duties of President until such vacancy is filled by the next regular election as provided for in this Constitution and Bylaws. The Vice President shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge the President’s duties. The Vice President shall also be chairman ex officio of all standing committees and shall have such other powers and duties as are provided for in this Union's Constitution and Bylaws.

b. The Vice President shall act as Chairman of the Trustees and is required to call no less than quarterly meetings of the Trustees. He/she shall have the right to require the presence of all necessary officers at such meeting including the Secretary-Treasurer.

**Secretary-Treasurer**

The Secretary-Treasurer shall perform or delegate the following duties. However, the delegation of the functions by the Treasurer described in this Article does not change the Treasurer’s responsibility for that function.

a. Keep all financial accounts of this Union and shall maintain correct and proper accounts of all its members; collect all initiation and reinstatement fees, dues, assessments, and fines from members of this Union; make all disbursements for this Union as provided for in Article XIII of this Constitution and Bylaws; keep a correct record of all money's received and expended; and prepare financial statements by calendar months to be submitted to the Secretary-Treasurer of the International Union monthly, and to the next regular membership meeting of the Local Union.

b. Monitor the deposit of all funds of this Union in a financial institution recommended by the Trustees. The Secretary-Treasurer shall submit all his/her books and records to the Trustees for audit and approval whenever called upon to do so, and, upon the expiration of his/her term, turn over to his/her successor all properties and assets, including funds, books, and records of this Union. Before turning over such properties and assets to his successor, the Secretary-Treasurer must see to it that such successor is properly bonded. The Secretary-Treasurer shall turn over all properties and assets including funds, books and records, to the Secretary-Treasurer of the International Union or his/her duly authorized representative when properly called upon to do so.

c. Transmit monthly to the Secretary-Treasurer of the International Union all financial obligations owing to the International Union not later than the fifteenth (15th) day of the following month. The Secretary-Treasurer shall follow such accounting and reporting procedures as shall be formulated by the Secretary-Treasurer of the International Union. The Secretary-Treasurer shall be required to make monthly reports to the Secretary-Treasurer of the International Union of all dues-paying members on forms prescribed by the Secretary-Treasurer of the International Union.

d. Be required to include in each monthly report the social security number, name, and address of all newly initiated and reactivated members; and members who have withdrawn, died, or have been suspended, including members automatically suspended after three (3) months delinquency in dues, or expelled; and the names of all persons to whom working permits were issued during the month.

e. Be properly bonded by a bonding company and under a bond approved by the Secretary-Treasurer of the International Union.

f. File annually with the Secretary of Labor, U.S. Department of Labor, a financial report containing the following information in such detail as may be necessary to disclose this Union's financial conditions and operations for its preceding fiscal year:

1. assets and liabilities at the beginning and end of the fiscal year:

2. receipts of any kind and the sources thereof;

3. salary and other direct or indirect disbursements (including reimbursed expenses) to each officer and also to each employee who during the fiscal year, received more than ten thousand dollars ($10,000) in the aggregate from this Local Union;

4. direct and indirect loans made to any officer, employee, or member, which aggregated more than two hundred and fifty dollars ($250.00) during the fiscal year, together with a statement of the purpose, security, if any, and arrangements for repayment;

5. direct and indirect loans to any business enterprise, together with a statement of the purpose, security, if any, and arrangements for repayment; and

6. other disbursements made by it including the purposes thereof; all in such categories as the Secretary of Labor, U.S. Department of Labor, may prescribe.

g. Make available the information contained in the above-mentioned reports to all of the Local Union's members.

h. Preserve all records in accordance with the provisions of Section 206 of the Labor-Management Reporting and Disclosure Act of 1959 which have been turned over to him until these records are at least five (5) years old. He/she shall turn over to his successor all such records to be kept until they are at least five (5) years old.

i. In order for a collective bargaining agreement to which this Local Union is a party, to be effective, it must be signed by either the Secretary-Treasurer or the President of this Local Union.

j. Maintain a petty cash fund established by the Executive Board to pay immediate necessary petty cash demands upon this Local Union. Replenishment of this fund shall be by check, as needed, the amount being the total paid-out vouchers for prior disbursements.

k. Check the requirements of Section 201 (a) of the Labor-Management Reporting and Disclosure Act of 1959 to as-certain whether any changes have occurred which will cause the information required to be filed to be reported to the Secretary of Labor, U.S. Department of Labor, at the time of filing annual financial reports as required in subsection I of this Section and as required by Section 201 (b) of the Labor-Management Reporting and Disclosure Act of 1959.

**Trustees**

The Trustees shall examine each check issued by the Union. Reasons for failure to concur shall be submitted to the Executive Board by the Chairman of the Trustees. The Executive Board will make a determination subject to approval of the membership. The Trustees shall periodically, at least quarterly and at the end of each fiscal year, make an audit of all books and financial records and report to the Union and to the Secretary-Treasurer of the International Union, or, if the Local Union so chooses, it may, as an alternative, have the audit conducted annually by a certified public accountant in the United States, and have such audits reported to the Local Union and to the Secretary-Treasurer of the International Union. They shall meet at the designated time with the Vice President of Union who will act as Chairman of the meeting. They shall also have such powers and duties as provided for in this constitution and Bylaws and as delegated by the President and/or Vice-President.