

Duties of Officers and Executive Board

Section 1. The president shall:

- A. Preside at all meetings of the local union and of the executive board.
- B. Be an ex-officio member of all committees, except election and nomination committees.
- C. Have the authority to co-sign all checks drawn against the funds of the local union.
- D. Appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- E. Report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts.
- F. Be an automatic delegate to the International Convention. In the event the president is unable to attend, either the first or second vice-president shall be appointed as delegate.

Section 2. The first vice-president shall:

- A. Assist the president in the work of the President's office.
- B. Act as leader of the chief stewards.
- C. Act as facilitator of the local's stewardship efforts including ensuring that local steward elections are held according to the local and International constitutions, organizing stewardship training, and acting as a member of the chief steward group.
- D. In the absence of the president or in the President's inability to serve, assume the duties of the president.
- E. Have the authority to co-sign all checks drawn against the funds of the local union.
- F. In the event the president is unable to attend, be an automatic delegate to the International Convention.

Section 3. The second vice-president shall:

- A. Perform duties as the executive board directs.
- B. Assist the president in the work of the President's office.
- C. Act as Events Coordinator for the local's activities.
- D. Have the authority to co-sign all checks drawn against the funds of the local union.
- E. In the event the president or first vice-president is unable to attend, be an automatic delegate to the International Convention.

Section 4. The recording secretary shall:

- A. Keep a record of the proceeding of all membership meetings and of all executive board meetings.
- B. Carry on the official correspondence of the local, except as the executive board may direct otherwise.
- C. Have the authority to co-sign all checks drawn against the funds of the local union.
- D. Perform such other duties as the executive board may direct.

Section 5. The secretary-treasurer shall:

- A. Receive and receipt all monies of the local union.
- B. Deposit all money so received in the name of the local union in a financial institution approved by the executive board, and money so deposited shall be withdrawn only by check signed by the secretary-treasurer and the president.
- C. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- D. Assure the preparation and submission of the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer.
- E. Keep an accurate record of all receipts and disbursements and shall, prepare an operating statement of the financial transactions of the local union each month, and submit them to the membership at the semi-annual meeting.
- F. At the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union.
- G. See that any financial reports required by the International Union Constitution are submitted to the International Union in accordance with the International Union Constitution.

Section 6. The trustees shall:

- A. Make or cause to be made at least annually an audit of the finances of the local.
- B. Report to the membership and the executive board on the results of such audit.

Section 7. The executive board shall:

- A. Be the governing body of the local union except when meetings of the local union are in session.
- B. Decide all matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting.
- C. Meet at the call of the president or of a majority of the members of the board.
- D. Report to the membership on all actions taken by the executive board at the next general membership meeting.