

**CONSTITUTION & By Laws**

**LOCAL 408  
IUE-CWA, AFL-CIO**

**Ratified by Membership 2/2024**

## **ARTICLE I**

### **Name and Affiliations**

- A. This organization shall be known as CWA Local 81408, affiliated with the International Union of Electronic, Electrical, Salaried, Machine and Furniture Workers, Communication Workers of America, AFL-CIO, and shall be affiliated with IUE and the State and Local AFL-CIO Councils.
  
- B. The Local shall have jurisdiction over those workers who wish to become part of the Union, regardless of their field of endeavor. There shall be no geographical limitation on the jurisdiction of the Union.

## **ARTICLE II**

### **Objects and Purposes**

- A. The objects and purposes of this Local are to represent, protect, maintain and advance the interests of the workers within its jurisdiction; to improve their wages, hours and conditions of employment; to engage in legislative, political, education, civic, welfare and other organizations of the IUE-CWA and of workers everywhere.
  
- B. To achieve the objectives and purposes of this organization, the funds of this organization are authorized to be managed, invested, expended, or used not only for the purposes and objectives expressly set forth in this and the CWA Constitutions & Divisional rules, but also for any additional purposes and objectives not consistent therewith as may be contained at any time in the resolution and programs adopted and/or ratified by conventions of the IUE-CWA, by the IUE-CWA Executive Board or by the Membership of this Local.

## **ARTICLE III**

### **Membership**

- A. All Persons within the jurisdiction of the Local, excepting those excluded by law, shall be eligible for membership in the Local.
- B. Members of the Local who are on leaves of absence from their employment or are employed full-time or part-time basis by the Region District or the International Union.
- C. No person, otherwise eligible for membership, shall be denied membership in the Union because of race, color, sex, religion, marital/parental status, national origin, physical handicap, sexual orientation, status as a veteran or any such protected by local, state or federal law.
- D. No person otherwise eligible for membership in the Local, shall be admitted to membership if the person has been fined, suspended or expelled by the Local or International Union, until the person has complied with the terms of such fine, suspension or expulsion.

## **ARTICLE IV**

### **Section 1. Officers**

- A. Elected officers of this Local shall be a President, Vice-President, Financial Secretary-Treasurer, Recording Secretary and three (3) Trustees. The appointed Officer of the Local shall be the Sergeant-at-Arms.
- B. Additionally, the Local may appoint a Chief Steward, who will be a non-voting member of the Local Executive Board. The Chief Steward will be appointed by the Executive Board and subject to removal by a majority vote of the Executive Board.
- C. No person shall be eligible to hold office or appointed position in the Local who is disqualified for such position by applicable law.
- D. Terms of office for the elected officers of this Union shall be three (3) years, unless otherwise provided in this Constitution.

## **Section 2. Duties of the President**

- A. Preside at all regular and special meetings of the Local, Local Executive Board, and act as Chairperson of the Negotiating Committees.
- B. Preserve order, and enforce the CWA Constitution & Divisional rules and By-laws of the Local.
- C. Be an ex-officio member of all Local Committees.
- D. Appoint all special committees when an election of same is not called for.
- E. Sign check in conjunction with the Financial Secretary-Treasurer of the Local.
- F. Be accountable to the Executive Board and the Local Union membership.
- G. Be a delegate to all bodies to which the Local sends a delegate.
- H. To maintain adequate files and records and have made an annual audit of the financial records of the Local by competent persons. Furnish to the International Union's Secretary-Treasurer in acceptable form, the annual financial statements.
- I. Send official notice in conjunction with the Financial Secretary-Treasurer to the International Union that the Local's books and records have been audited and stating the condition of the books and records.
- J. Direct and administer the business and affairs of the Local as its Chief Executive Officer between meetings of the Executive Board, subject to review of the Executive Board.
- K. In conjunction with the Financial Secretary-Treasurer, receive, receipt and account for all money paid to the Local. Deposit all money of the Local in a bank selected by the Executive Board of the Local.
- L. In conjunction with the Financial Secretary-Treasurer, pay all bills authorized by the Local and account for all Local expenditures.
- M. Furnish a report on and payment for per capita to the Secretary-Treasurer of the International Union.
- N. Call special meetings of both the membership and/or the Executive Board, whenever in his/her opinion, the interests of the Local require such meetings.

- O. Appoint a Sergeant-at-Arms.
- P. To oversee steward appointments and to resolve controversies regarding steward duties.
- Q. Assign and delegate specific duties and functions of his/her office to the Vice-President during temporary periods of absence.
- R. Be the custodian of the official seal and records of the Local.
- S. The President, as the principal executive officer of the Union, shall have full authority to execute the policies of the Union as established under the Constitution. Should the President find that a policy of the Union has not been clearly formulated, the President shall poll the members of the Executive Board and the affirmative opinion of a majority of the Executive Board, shall have the force and effect of a decision reached in a meeting of the Executive Board and the results of the poll shall be entered in the minutes of the next meeting of the Executive Board.

### **Section 3. Duties of the Vice-President**

- A. Assist the President and perform such duties as the President may assign him or her, and preside at all regular and special meetings of the Local and Local Executive Board in the absence of the President.
- B. In the event the office of the President becomes vacant, the Vice-President shall assume the duties of the President for the duration of the un-expired term or until a special election is held, in accordance with this Constitution.
- C. If the President is temporarily unable to perform his/her duties, the Vice-President shall act in his/her place. The President will resume the duties of the office when able to do so.
- D. The functions and authority of the Vice-President to act on behalf of the Local shall be only as specifically delegated by the President, to whom the Vice-President will be immediately responsible.

### **Section 4. Duties of the Financial Secretary-Treasurer**

- A. Send official notice in conjunction with the President to the Secretary-Treasurer of the International Union that the Local's books and records have been audited and stating the condition of the books and records.

- B. In conjunction with the President, to maintain adequate files and records and have made an annual audit of the financial records of the Local by competent persons. Furnish to the International Union's Secretary-Treasurer in acceptable form, an annual financial statement. Prepare Financial reports for quarterly Executive Board Meetings.
- C. In conjunction with the President, receive, receipt and account for all money paid to the Local. Deposit all money of the Local, in the name of the Local, in a bank selected by the Executive Board of the Local.
- D. In conjunction with the President, pay all bills authorized by the Local and account for all Local expenditures.
- E. Shall have physical possession of the checkbook and have access at all times to online banking, bill paying and check writing capabilities. The Financial Secretary-Treasurer will also maintain a secure record of all access codes, passwords, etc., necessary to access the above accounts.
- F. Perform such other duties with the approval of the Local Executive Board as may be necessary for the proper and effective administration of the affairs of the Local.

#### **Section 5. Duties of the Recording Secretary**

- A. Record minutes of the meeting of the Local and Executive Board, including attendance records, and ensure that all records of the meetings are kept by the Local.
- B. Conduct correspondence as directed by the Local Executive Board and Local President.
- C. Provide the International Union's Secretary-Treasurer regularly with an up-to-date mailing list of the Local's membership.
- D. Oversee and update as needed, all Social Media for the Local, including its website, in conjunction with the President.
- E. Perform such other duties with the approval of the Local Executive Board as may be necessary for the proper and effective administration of the affairs of the Local.

#### **Section 6. Duties of the Trustees**

- A. Audit all books and records of the Local at least four (4) times a year and witness the official report by the President and the Financial Secretary-Treasurer of the Local to the International's Secretary-Treasurer, confirming the Local's books have been audited. This notice shall be mailed to the International's Secretary-Treasurer no later than forty-five (45) days after the close of the period for which the audit is made (if applicable).

- B. Make a written report of the findings and recommendations at the next regular meeting following such audit.
- C. Safeguard all properties of the Local.

### **Section 7. Duties of the Sergeant-at-Arms**

- A. Attend all regular and special meetings of the Local and admit none but the members without permission of the chair, preserve order and perform such other duties as the Local President may direct.

### **Section 8. Duties of the Chief Steward (if applicable)**

- A. Train Stewards.
- B. Represent the President, as needed, in any matters with the International Union or Employers.
- C. Be accountable to the Executive Board.
- D. Preserve the order and enforce the CWA Constitution & Divisional rules and By-laws of the Local.
- E. Organize new employees and grow the Local.
- F. Participate in Executive Board meetings as a non-voting member (when applicable).
- G. Assume the duties of the Vice-President in his/her absence.
- H. Perform any duties that a Steward can perform.
- I. Work with the President and assist with Special Committees as needed.
- J. Assist the President in arbitrations and grievance handling.

## **ARTICLE V**

### **Duties of the Local Executive Board**

- A. The Executive Board shall consist of the elected Officers names in Article IV hereof.
  
- B. Between membership meetings, the Executive Board shall perform all the duties necessary to the proper administration of the affairs of the Local consistent with the Constitution of the Local.
  
- C. A majority of the members of the Executive Board shall constitute a quorum.
  
- D. All decisions of the Executive Board shall be by a majority of those members present.
  
- E. The Executive Board shall determine the financial arrangements necessary to ensure that the business of the Local functions in an orderly way.
  
- F. The Executive Board shall meet quarterly, in conjunction with the finalization of the Trustees Reports, insofar as practicable. Special meetings of the Executive Board may be called by a petition signed by 50% of the Executive Board members. The petition shall be addressed to the Recording Secretary. All Executive Board members shall receive adequate notice as to the time and place of the meeting and the agenda thereof. Any business transacted at a special meeting will be subject to review and adjudication at the next regular meeting.
  
- G. Review Steward appointments and removals for proper and just cause. "Just Cause", shall include, but not limited to, unethical conduct and the failure to enforce applicable collective bargaining agreements.
  
- H. The Executive Board may allow for the participation in Board meetings via speakerphone or conference call for Board members who are geographically precluded from physically attending.
  
- I. The Executive Board is directly responsible to the membership.



## **ARTICLE VI**

### **Bonding Requirements**

The officers of the Local handling Union funds, shall be bonded in an amount covering at least one-half of the liquid assets of the Local as shown by previous annual audit, but in no event, less than \$150,000.00. Such bond must also satisfy the requirements of the applicable Federal Law. In addition, all other officers, stewards, representatives and employees of the Local shall be bonded as may be required by applicable Federal Law.

## **ARTICLE VII**

### **Stewards**

#### **Section 1. The Steward System**

- A. The Local shall have as many Stewards as it deems appropriate.
- B. Stewards shall be appointed by the President, subject to veto by a majority of the Executive Board.

#### **Section 2. Duties of Stewards**

- A. Enforce the contract and protect and advance the rights of the workers.
- B. Keep track of all grievances (in their jurisdiction) and see that they are processed through the grievance procedure in a timely and proper fashion.
- C. Forward copies of all grievances and employer responses to the Local Union office, attention Chief Steward (if applicable), in a timely fashion. Advise grievant of the final disposition of grievances.
- D. Perform other functions necessary for the effective operation of the Union as delegated by the Local 408 President.
- E. Report to the President with respect to grievances and other matters arising under the contract.
- F. Be responsible for posting all official notices of the Local and otherwise communicating with the members in their area.
- G. Advise and help workers with union privilege program.
- H. Inform members of Union meetings, activities, goals, policies and accomplishments.

- I. Get acquainted with new members as soon as possible and provide them with information about the Union.
- J. Support the political and educational work of the Union.

### **Section 3. Negotiating Committees**

Negotiating Committees shall be selected from among the Officers, Stewards and members in good-standing of the particular bargaining unit. The President of the Local shall automatically be Chairperson of the Negotiating Committee.

## **ARTICLE VIII**

### **Standing Committees**

- A. The standing committee of the Local shall be the Social Action Committee and the Organizing Committee (optional).
- B. The President shall name the members of each Committee, subject to the approval of the Executive Board. The President shall name the Chairperson of each Committee.

## **ARTICLE IX**

### **General Membership Meetings**

- A. A Membership meeting will be held quarterly. (3 Virtual and 1 General Membership Meeting) Notice of meeting may be given by posting a notice on the bulletin boards or any other manner determined necessary by the President. The notice shall be provided minimally sixty (60) days in advance.
- B. Special General Membership meetings may be called by the President, majority of the Executive Board, or on the petition of twenty-five percent (25%) of the members of the Local for the transaction of any special business. Notice of special meetings shall be given by the President at least forty-eight (48) hours prior to the meeting; such notice may be given by posting a notice on the bulletin boards or in any other manner, which shall reasonably assure notice to the members such as the Local's website. The notice shall set forth specifically the purpose or purposes of the meeting and no other business shall be transacted.
- C. All Local 408 members in good standing and all designated representatives of the Region, District, and/or International Union shall have the right to attend General Membership meetings.

- D. The membership at a duly authorized membership meeting shall be the highest governing body of the Local Union.
- E. A majority of the members present of the Local in good standing shall constitute a quorum at General Membership meetings.
- F. General Membership meetings shall be to conduct business pertaining to the Local as a whole.

## **ARTICLE X**

### **The Election Board**

- A. The Executive Board shall appoint an Election Committee, no later than the first of the month prior to when the nominations can be requested for any election of officers.
- B. The Election Board shall elect one (1) of its own members to serve as Chairperson of the Election Board. No person running for any position shall be eligible to serve on the Election Board during the election for the contested position.
- C. All vacancies on the Election Committee shall be appointed by the Executive Board.
- D. The duties of the Election Board shall be to act in an impartial fashion to supervise and conduct all elections, balloting, voting, and certify the results thereof. The Election Board shall be permitted to hire outside organizations or individuals to assist them in all aspects of the election process, subject to the approval of the Executive Board.
- E. The Election Board shall function in accordance with the rules and provision contained in the Local Constitution and in accordance with federal law.
- F. The Executive Board may remove Election Board members for cause.

## **ARTICLE XI**

### **Nominations and Elections**

#### **Section 1. General Election of Officers**

- A. The nomination period for the Local Officers designated in Article IV, Section 1, shall begin September 1st. The Election shall be conducted during the months of November and December, with the term of office to commence on January 1st.

- B. Notice of Nominations – The Local shall provide timely notice of nominations that is reasonably calculated to inform all members of the positions to be filled, such as by placing notices where Union notices are normally available to members.
  
- C. Any member seeking election to a position listed in section A above, must be a member in good standing of Local 408 for the preceding twelve (12) consecutive months. Only members in good standing shall be eligible for nominations for office. No member whose dues have been withheld by the employer for payment to the Local pursuant to the voluntary authorization provided in a collective bargaining agreement, shall be ineligible to be a candidate for office or to vote, by reason of delay or default in the payment of the dues so withheld.
  
- D. Members seeking election to any office designated in Article IV, Section 1, must be placed in nomination by an official Local Nominating Petition, containing the signatures of members in good standing. A nominating petition for President and Vice-President shall require forty (40) signatures. A nominating petition for all other officers shall require twenty-five (25) signatures. Signatures must be obtained in person by the candidate or be their union member designee. Nominating petitions shall be available from the Chairperson of the Election Committee, between September 1st and September 15th in the election year of office. The request can be made by email or regular mail. Nominating petitions shall be supplied to the candidate by the Chairperson of the Election Committee within seventy-two (72) hours of the request, using the transmittal means, e.g., email, regular mail or something else, designated by the candidate. If the candidate fails to designate the transmittal means, the petition will be sent by the same means as the request was received.
  
- E. Nominating petitions are due and must be returned in person or mailed to the Chairperson of the Election Committee and received at the designated address provided for the election process on or before October 15th. A candidate who emails his/her completed nominating petitions to the Chairperson of the Election Committee, will be considered in compliance provided he/she sends the originals by mail and received by the deadline.
  
- F. Nominees may seek nomination to only one (1) Executive Board position, but may serve concurrently as a Steward for their bargaining unit location.
  
- G. Election of officers shall be conducted by mail ballot. The ballots shall be mailed the first business day after November 15th and returned with a postmark no later than December 10th. The Election Committee shall take measures to safeguard the ballots and conduct the count. The election shall be done by secret ballot.
  
- H. The Election Committee or its designee shall notify the membership of the names of all the candidates and the office to which they have been nominated by posting on all bulletin boards and/or Local website no later than the 3rd business day after the nomination petitions are due. Only after the posting of eligible candidates can the campaigning process begin. The rules for campaigning will also be posted on all bulletin

boards and/or the Local website. The names of nominees shall appear on the ballot in order of seniority with the candidate with the most seniority being first. Seniority shall be the length of continuous membership in good standing in the local.

- I. All members in good standing shall be eligible to vote.
- J. The Election Board Chairperson shall post the results of the election within seventy-two (72) hours after completion of the tabulation of the ballots. The Election Board shall preserve the ballots and all other records pertaining to the election for at least one (1) year.
- K. Objections to an election shall be filed with the Recording Secretary and the Election Board Chairperson in writing, within five (5) business days after the official results have been announced. The Election Board shall conduct an investigation and render a decision within fourteen (14) business days after the objection is submitted. Appeals from the decision of the Election Board may be brought to the next regular meeting of the Executive Board. If not resolved, the issues may be appealed to the District and/or International in accordance with their respective Constitutions.
- L. The election results reported by the Election Board shall be presumed valid and the installation of Officers shall take place in accordance with this Constitution, pending a final decision in the appeal procedure.
- M. Upon taking office, all books, files, records, money and properties of the Local shall be turned over to the newly elected Officers by the previous incumbents.
- N. The nominee in any election receiving the majority of the votes cast (50%+1), shall be declared elected. If no one (1) nominee has a majority on the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot. The Trustees shall be elected by plurality vote. The three (3) candidates for Trustee with the largest number of votes shall be elected.
- O. Vacancies in the Officer positions of the Local shall be filled by nominations and election no later than sixty (60) days after the vacancy occurs. Nominations and elections to fill vacancies shall be conducted in accordance with the procedures of this Article insofar as applicable. Any vacancy occurring within twelve (12) months of the expirations of the term of office, may be filled by the Executive Board.
- P. In the event of a midterm election, the timeline outlines above would be followed for any election.
- Q. Election of officers must be conducted without manipulation or taint and in compliance with the requirements of applicable federal law.

R. 1. The following language shall be included in the notice of nominations.

“The nomination of a person for the office of President, Vice-President, Financial Secretary-Treasurer and Recording Secretary shall also constitute the nomination of the same person as a delegate to CWA Conventions held during the term of office for which the election is being conducted.”

2. The following language shall be included in the notice of election and on the ballot:

“A vote cast for a candidate for the office of President, Vice-President, Financial Secretary-Treasurer and Recording Secretary shall also constitute a vote for such candidate to serve as a delegate to CWA Conventions during the term of office for which the election being conducted, in the event such candidate is elected to office.”

Installation of Local Union Officers shall be conducted as follows;

Installing Officer: *“Brother or Sister \_\_\_\_\_, do you accept the office to which you have been elected?”*

Officer Elected: *“I do.”*

Installing Officer: *“Raise your right hand and repeat after me; I do solemnly swear (or affirm) in the presence of the assembled members that I will faithfully execute the office to which I have been elected; and will, to the best of my ability, preserve, protect and defend to the Rules of the IUE-CWA Division, the Constitution of the CWA and the Constitution and Bylaws of Local 408. I further swear (or affirm) that I will protect and conserve the property of Local 408, and that I will make an accounting for, and turn over all such property to my successor in office. I further swear (or affirm) that I will adhere to and support all trade union policies determined upon or subscribed to by the IUE-CWA and the CWA.”*

## **Section 2. Amendments to Local Bylaws**

This Constitution may be amended by referendum of the membership by mail or at a General Membership meeting, provided however, that any proposed changes to the Constitution or Bylaws be posted on the Local website, the Local bulletin boards, or by mail at least thirty (30) days before voting commences. Additionally, all amendments must be voted on individually, if a vote is being conducted by mail, the membership must be given at least twenty (20) days to return their ballots.

### **Section 3. Referendum of the Local**

- A. The Local Election Board shall submit any questions(s) to a referendum of the membership when directed to do so by the Executive Board of the Local.
  
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question by mail or at the annual General Membership meeting, decided by the Executive Board. All questions proposed must be posted thirty (30) days in advance before voting commences.

## **ARTICLE XII**

### **Delegates**

- A. Delegates to the International Convention, District Council, Conference Board, State and Local AFL-CIO Council and all other organizations shall be the following Local Officers who shall serve as such delegates by virtue of their office.
  
- B. If one (1) delegate is to represent the Local, such delegate shall be the President.
  
- C. If two (2) delegates are to represent the Local, such delegates shall be the President and Vice-President.
  
- D. If three (3) delegates are to represent the Local, such delegates shall be the President, Vice-President and the Financial Secretary-Treasurer.
  
- E. If four (4) delegates are to represent the Local, such delegates shall be President, Vice-President, Financial Secretary-Treasurer and Recording Secretary.
  
- F. Delegates other than those officers identified above, shall be elected by the membership in accordance with Article XI of this Constitution.

## **ARTICLE XIII**

### **Membership and Dues**

- A. Full time regular membership dues shall be in accordance with the provisions and implementation time frame contained in the IUE-CWA Merger Agreement.

- B. Dues for part-time employees who are eligible for Union membership shall be in accordance with the provisions and implementation time frame contained in the IUECWA Merger Agreement.
- C. A member shall continue to be in good standing only for the dues period for which dues were paid.
- D. The Local may establish an Initiation Fee of not more than twenty-five dollars (\$25.00) for new members, of which one dollar (\$1.00) will be forwarded to the International Secretary-Treasurer by the Local, along with the new member's name and mailing address.
- E. A withdrawal card shall be issued to a member in good standing, who leaves the jurisdiction of the International Union. Upon resuming employment under the jurisdiction of the International Union, a person holding such card shall again be admitted to membership in this Local upon deposit of the withdrawal card and payment of the current weeks' dues.
- F. A transfer card must be issued to a member in good standing (with or without request) who has left the jurisdiction of the Local and obtains employment within the jurisdiction of a sister Local.
- G. The rate of dues, above the rate of minimum dues prescribed by the International Constitution and Initiation fees may be increased only by a majority vote by secret ballot of members in good standing, who vote at a general or special membership meeting after seven (7) days' notice of the intention to vote on such question.
- H. Members receiving wages (including payments received for time not worked, but excluding payments for sick benefits and worker's compensation) for five (5) or more days in any given month shall pay full monthly dues.
- I. Members who are on an approved leave of absence due to health reasons or military service, and members who have been suspended or terminated from employment pending the final outcome of the grievance procedure, shall be exempt from paying dues during such period without loss of good standing status.

## **ARTICLE XIV**

### **Duties and Privileges of Membership**

- A. Membership in this Local shall not be denied to any eligible worker because of race, religion, color, citizenship, age, national origin, sex or handicap. This Local shall take whatever affirmative action necessary to eradicate discrimination in the workplace so that all workers it represents will attain their rightful place therein.



- B. All members shall be deemed to have pledged themselves to the following obligation upon admission to membership.

MEMBER: *"I solemnly swear (or affirm) that I will abide by the IUE-CWA Division Rules, the CWA Constitution, and the Constitution or Bylaws of Local 408, to the full extent of my ability, I hereby reaffirm the terms of my application for membership in this International Union. I further swear (or affirm) that I will bear faithful allegiance to the Local, Division and International Union in their trade union policies and to my fellow members and the officer whom they select."*

- C. Every member may freely exercise all membership rights, provided;
1. They shall not engage in, encourage, advocate, or promote conduct interfering with or in derogation of:
    - a. The Local's objectives, purposes and status, or
    - b. The Local's legal, contractual and organized obligations
  2. They shall not violate;
    - a. Any other obligation imposed upon them by the provisions of the Local or International Union Constitution, or
    - b. The rules of order and procedures set forth herein or otherwise adopted by the membership of the Local.

## **ARTICLE XV**

### **Complaints, Trials and Discipline**

Any member or officer of this Local shall be subject to discipline after charges and a hearing thereon in accordance with the following provisions;

#### **Section 1. Charges**

Members of this Local may be fined, suspended and/or expelled, in the manner provided by, in this Constitution, for any of the acts enumerated in Article XIX of the CWA Constitution or for working against the interests of the Local during collective bargaining periods. Fines shall not exceed the member's regular earnings for the period of misconduct.

#### **Section 2. Trials**

Any accused member, including officers, of this Local shall be tried under the provisions of Article XX of the CWA Constitution.

### **Section 3. Appeals**

A member or officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XX of the CWA Constitution.

### **Section 4. local Trial Court**

A Trial Court of this Local shall be composed of three (3) persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the governing body of the Local.

## ARTICLE XVI

### Funds and Property

- A. The books and records of this Local shall be audited at least annually by a qualified accountant and a copy of such audit shall be sent to the Secretary-Treasurer of the International Union as soon as available. A copy of the audit shall also be submitted to the Local Executive Board at the next meeting.
- B. Officers and members of this Local shall not be loaned funds of the Local, nor shall they use funds of the Local for purposes not related to the Local's activities.
- C. The funds of this Local are to be held in trust for the benefit of the membership, and shall not be loaned, invested, or otherwise dealt with in a manner which redounds the personal profit or benefit of any officer or employee of the Local. This Local shall not invest in, or make loans to any business enterprise. Provided, however, that publicly traded securities of widely held corporations may be purchased, so long as no individual holding is substantial enough to affect or influence the course of any employer's decision.
- D. On order of the International President or Secretary-Treasurer, the Local officers shall submit all books and records to a designated Union representative for audit.

- E. All Local Union records shall be retained for seven (7) years. If the Local Union has an office, all records shall be maintained there.
- F. Funds of the Union deposited in banks, shall be drawn upon by check signed by two (2) officers of the Local; President and Financial Secretary-Treasurer. All representatives of the Local who handle funds shall be bonded as required by law. The Executive Board shall determine where the funds of the Local shall be deposited or invested, and in what proportion.
- G. The Executive Board shall administer the budget and financial affairs of the Local.
- H. A Petty Cash account not to exceed two hundred dollars (\$200.00) shall be allowed. A report on petty cash shall be made to the Executive Board at each meeting. All expenditures in excess of fifteen hundred dollars (\$1,500.00) not defined in an adopted budget shall require authorization by the Executive Board.

## **ARTICLE XVII**

### **Conflicts of Interest**

No officer or employee of this Local may have;

- A. A personal financial interest which conflicts substantially with the performance of his or her duties.
- B. A substantial interest in any business enterprise with the International Union or one of its subordinate bodies bargains collectively, or which is in competition with such enterprise;
- C. A substantial interest in an enterprise or a substantial part of which consists of buying from, selling to, or otherwise dealing with an employer with whom the International Union or one of its subordinate bodies bargain collectively, other than regular pay or benefits for work performed as an employee of such an employer.

