

# DETROIT REVOLUTIONARY MOVEMENT RECORDS

BOX 1 OF 16

FOLDER 30

UAW DUTIES OF LOCAL  
UNION OFFICERS

## DUTIES OF LOCAL UNION OFFICERS

### PRESIDENT

Section 1. It shall be the duty of the President to preside at all meetings of the Local Union, sign all orders on the treasury authorized by the Local Union, countersign all checks issued by the Financial Secretary against accounts of the Local Union when ordered by the Union, enforce the provisions of the Constitution and appoint committees not otherwise provided for. He shall be a member exofficio of all committees.

### VICE-PRESIDENT

Section 2. The Vice-President or Vice-Presidents shall assist the President in the discharge of his duties, and shall attend all sessions of the Local Union. In case of the absence or incapacity of the President, his duties shall be performed by the Vice-President, provided that where there are two (2) or more Vice-Presidents, the Local Union shall determine which of them shall perform such duties.

### RECORDING SECRETARY

Section 3. It shall be the duty of the Recording Secretary to keep a correct record of the proceedings of the Local Union, sign all orders on the treasury authorized by the Local Union, read all documents and conduct the general correspondence received by the Local Union which does not pertain directly to the duties of the other officers of the Local Union, and keep same on file for future reference. He shall bring to the attention of the membership of the Local Union any correspondence upon which the membership must take action. He shall comply with the provisions of Article 49, Section 2. He shall furnish to the Research Department of the UAW and to his Regional Director, every six (6) months (in January and July): (1) Three (3) copies of the existing contract(s); (2) A complete revised list of all classifications and rates for the plant or plants covered by the contract(s); (3) Any additional information gained through negotiations with the respective plant management that may be useful to other Local Unions in their collective bargaining.

### FINANCIAL SECRETARY

Section 4. It shall be the duty of the Financial Secretary to receive all dues, initiation fees, readmission fees, fines and all other income of the Local Union for any fund from any source and to give official receipts for same, as provided in this Constitution. Financial Secretaries of Local Unions having a check-off arrangement shall issue one (1) receipt for the check received from the company, and otherwise use the procedure outlined above for any other income. No receipt shall be issued to individual members unless the company does not show on the check stub or pay envelope the amount of the deduction and the reason therefor.

Section 5. He shall write all checks drawn on the Local Union funds and report in writing every month at a regular meeting of the Local Union giving the amount of monies received and paid out during the previous calendar month, divided as between the various income and expenditure classifications, and the remaining balances in the fund accounts of the Local Union.

Section 6. He shall deposit all collections either with the Treasurer, taking a receipt therefor, or in such banks as Local Union Trustees may direct, with advice to the Treasurer as to the amount so deposited.

Section 7. He shall, by the 20th of each month, send a report to the International Secretary-Treasurer on blanks furnished by the International Union, together with the correct amount of money due the International Union for the preceding month which begins on the first and ends with the last day of the month. He shall receive applications for membership and notify the candidates of their election or rejection. He shall assist the International Union in seeing that all members receive the official publication regularly when eligible, provide each member with an official receipt for all monies paid and provide each member with a copy of the Constitution and Bylaws. Union membership cards and/or dues buttons may be issued at the option of the Local Union.

Section 8. He shall furnish the International Secretary-Treasurer with the names and addresses of all the officers of the Local Union. He shall keep a record of all members initiated, suspended, expelled or deceased, transfers in and out and reinstatements, during his term of office and notify the International Secretary-Treasurer of same, and perform such other duties as the bylaws prescribe or the Local Union may direct. There shall be maintained by the Financial Secretary a complete record of all active members of the Local Union. This record shall have the date of initiation, the date and cause of suspension or expulsion, the date of reinstatement, together with the date of death, home address and such other matters as may be deemed necessary to keep a record of the continuous membership of a member of the Local Union.

He shall not make said record of all active members (membership list) available to anyone except pursuant to the provisions of Article 36, Section 10 of this Constitution.

Section 9. He shall keep an inventory of all records and property of the Local Union, the same to contain, when possible, date of purchase and amount paid for each article. He shall notify all members in arrears of the amount of their indebtedness and turn over his books to the Trustees for audit and approval when called to do so. He shall, on the demand of the International Secretary-Treasurer, produce his books for examination and audit, and shall comply with the provisions of this Constitution.

Section 10. Should it be proven that any Local Union Financial Secretary has wilfully and intentionally failed to report monthly the full membership of his Local Union to the International Secretary-Treasurer or should it be proven that any Local Union President, Treasurer and/or Financial Secretary wilfully and intentionally refuses to sign a check to send in the full amount of per capita tax on the same number of members who have paid dues to the Local Union, the Local Union may be suspended from all privileges and benefits until the deficiency is made good and the officer or officers responsible for such failure shall not be allowed to gain hold office in the organization for a period of two (2) years.

#### TREASURER

Section 11. The Treasurer shall give a receipt for all monies received from the Financial Secretary. The monies received must be deposited in such bank as the Local Union Trustees may direct for the several funds provided for in this Constitution and such other funds as the Local Union, may set up in the name and number of the Local Union. He shall sign all checks, which must be countersigned by the President. He shall report in writing every month at a regular meeting of the Local Union the total receipts and total expenditures for the Local Union for the previous calendar month and the amount of money still on deposit. He shall deliver to his successor all monies and other property of the Local Union or Trustees of the Local Union, produce his books for examination and audit.

### TRUSTEES

Section 12. The Trustees shall have general supervision over all funds and property of the Local Union. They shall audit or cause to be audited by a Certified Public Accountant selected by the Local Union Executive Board, the records of the Financial Officers of the Local Union semi-annually as provided herein, using duplicate forms provided by the International Union, a copy of which shall be forwarded to the International Secretary-Treasurer immediately thereafter. It shall also be their duty to see that the Financial Officers of the Local Union are bonded in conformity with the laws of the International Union. The Trustees shall see that all funds shall be deposited in a bank subject to an order signed by the President and Treasurer and/or Financial Secretary. In Local Unions where safety deposit boxes are used, the Trustees shall see that the signatures of the President, Treasurer and one (1) of the Trustees are required before admittance to the safety deposit box is permitted. In the event the boxes are not received for audit within fifteen (15) days after the end of each six-month period the Chairman of the Trustees shall make a report to the next meeting of the Local Union for action.

### Sergeant-at-Arms

Section 13. It shall be the duty of the Sergeant-at-Arms to introduce all new members and visitors and assist the President in preserving order when called upon to do so. He shall also take charge of all property of the Local Union not otherwise provided for, and perform such other duties as may be assigned to him from time to time.

### GUIDE

Section 14. It shall be the duty of the Guide to maintain order, inspect the membership receipts, satisfy himself that all present are entitled to remain in the meeting of the Local Union and perform such other duties as are usual to the office.

Section 15. All Local Union officers, committees, stewards and other members handling funds or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, funds, and/or other Local Union property to the properly constituted Local Union officers.