

**ARTICLE VII**  
**DUTIES OF OFFICERS AND EXECUTIVE BOARD**

Section 1. The president shall preside at all meetings of the local union and of the executive board. She/he shall be a member of all committees except election committees. She/he shall countersign all checks drawn against the funds of the local. She/he shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. She/he shall report periodically to the membership regarding the progress and standing of the local regarding her/his official acts.

Section 2. The vice-president shall assist the president in the work of her/his office. In the absence of the president or in her/his inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. She/he may, with the approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer.

Section 3. The recording secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. She/he shall carry on the official correspondence of the local, except as the executive board may direct otherwise. She/he shall perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall receive and receipt for all monies of the local union. She/he shall deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer. She/he shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. She/he shall prepare and submit 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. She/he shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month. She/he shall act as custodian of all properties of the local union. She/he shall, 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. She/he shall see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 5. The two chief stewards shall preside at meetings of the stewards, report at regular meetings of the executive board, be

responsible for training stewards, assist stewards in carrying out their duties and be in charge of new employee orientation packets.

Section 6. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 7. The executive board shall be the governing body of the local union except when meetings of the local union are in session. 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 shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.