

A large, irregular red ink splatter or blotch is centered on a white background. The splatter has a dark red core that fades to a lighter red at the edges, with several smaller droplets and speckles scattered around it. The text 'Constitutional Duties' is centered within the dark red area of the splatter.

Constitutional Duties

Secretary-Treasurer

- Receives all monies and deposits as authorized
- Issues official receipt, retains copy and send copy to Int'l Secretary Treasurer.
- Deposits all monies in received in bank(s) as Ex Bd. directs.

Secretary-Treasurer

- Signs all checks.
- Makes no payments without voucher (saved for 5 years).
- Keeps regular books and records of finances.
- Reports monthly to Local Ex Bd and Int'l Secretary Treasurer on forms approved by Int'l Union.

Secretary-Treasurer

- Keeps the local union's seal
- Submits membership records to Int'l
- Becomes bonded – Int'l has blanket bond covers all locals
- Prepares a budget and a bi-monthly report

Secretary-Treasurer

- Trustee of the property
- Shall deliver to his/her successor all monies and property of the local union.
- Preserve all ballots and other election records for at least 12 months

Secretary-Treasurer/Recording Secretary

Where Local Secretary-Treasurer and Recording Secretary job is combined:


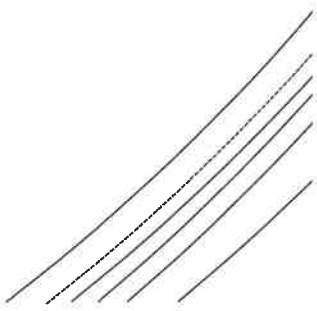
- In trials (Article XX) :
 - Receives charges submitted against a member
 - Mails charges and trial notice to accused member.
 - Receives findings of Trial Committee.
 - Sends decision of Ex Bd to accused.

Local Bylaws

Check your Local Bylaws as many have additional duties required



Constitution Requirements

- Responsible for Convention Delegate credentials
 - Must emboss with Local Seal
 - Local must not be delinquent in submission of dues
 - Must be bonded
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Discussion