

ARTICLE VII

DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the membership and of the Executive Board. The President shall at all times conduct same in accordance with this Constitution and Bylaws and the Standing Rules attached hereto. For misconduct during the course of a meeting, a member may be summarily fined in an amount not to exceed ~~\$1.00~~ five (\$5.00) dollars for each separate ~~offence~~ offense, or at the discretion of the President, the member may be summarily ejected from the meeting if said member's conduct persists in disrupting the meeting.

In the absence of a specific law to govern a given condition, the President shall decide the matter in a spirit of fairness and equity and such ruling shall be enforced unless changed by the Executive Board or the membership.

The President shall see that all officers perform their duties as prescribed by the Constitution and Bylaws and shall be member Ex-Officio of all committees.

The President shall, with the consent of the Executive Board, use all moral and financial aid in enforcing the rules, wage scales and conditions of this Local. The President shall appoint the members of all committees.

The President shall sign all orders on the treasury legally authorized by the Local, and shall sign all checks.

If a vacancy should occur during the term of any officer of this Local, the President shall have the power to appoint a member in good standing to take that Officer's place temporarily until the vacancy shall have been filled by the membership at a By-Election.

In the event a vacancy occurs in the office of President, the Vice-President shall succeed to the office of President until the vacancy shall have been filled by the membership at a By-Election.

By-Elections must be held within ~~60~~ one hundred twenty (120) days after the vacancy was created.

By virtue of the office, the President shall be the first alternate delegate to all conventions and/or trade assemblies as shall be of Interest and Importance to this Local. *The President shall also be empowered to appoint Delegates to such conventions or trade assemblies (other than those names in Article VI, Section 1 hereof) as shall be of interest and importance to this Local.*

Section 2. Vice-President

In absence of the President, the Vice-President shall assume all duties of the President. In the absence of the President and Vice-President at a meeting, the body shall select a presiding officer.

By virtue of the office, the Vice-President shall be the second alternate to all conventions and/or trade assemblies as shall be of Interest and Importance to this Local.

Section 3. Secretary-Treasurer

It shall be the duty of the Secretary-Treasurer to attend all meetings of the membership and the Executive Board. The Secretary-Treasurer shall keep minutes, but not necessarily verbatim, of the proceedings of such meetings in a book provided for such purposes. The Secretary-Treasurer shall keep a duplicate copy of all correspondence and shall keep the seal in that Officer's possession.

The Secretary-Treasurer shall have ballots prepared with the names of the candidates arranged in alphabetical order; one ballot to be delivered to each member entitled to vote. The seal of this organization shall be placed on the ballots.

It shall be the duty of the Secretary-Treasurer to keep a true and accurate record of all income and disbursements and all assets and liabilities of the Local.

The Secretary-Treasurer shall deposit all money in a bank approved by the Executive Board, same to be in the name of the Local, subject to withdrawal by checks signed by that Officer and the President.

The Secretary-Treasurer shall deliver to the Chairman of the Board of Trustees for auditing purposes all books and papers in that Officer's possession and shall attend such auditing meetings.

The Secretary-Treasurer shall pay all demands on the treasury by check when ordered paid at regular meetings of the membership or of the Executive Board, and shall make a quarterly report of the financial condition of the Local.

Section 4. Business Agent

The Business Agent shall supply employers with manpower when called upon to do so. The Business Agent shall also keep a correct list of all work given out, as well as a list of unemployed memberer.

The Business Agent shall report to the Executive Board all alleged violations by members of the laws of the Local.

The Business Agent shall perform such duties as ordered by the membership or by the Executive Board between membership meetings. The Business Agent shall have full charge of the office of this Union, represent the Local in all dealings with employers, but shall at all times be under the supervision of the Executive Board.

The Business Agent shall render a verbal report at each Executive Board meeting of all union business transactions performed by that Officer in the interim.

The Business Agent shall conduct all contract negotiations with the Employers, subject to the concurrence of the Executive Board and ratified by a majority of members present at a General or Special meeting.

The office defined by Section 3 and 4 shall be combined, subject to the discretion of the Executive Board.

By virtue of the office, the Business Agent shall be a delegate to all conventions and/or trade assemblies as shall be of Interest and Importance to this Local. That Officer shall also be a delegate to the Central Labor Council.

The Business Agent shall have the right to appoint Shop Stewards with the consent of the Executive Board.

Section 5. Board of Trustees

The books of this Local must be audited every six (6) months by the Board of Trustees, who will make a detailed report of their findings at the next regular meeting. The Board of Trustees is charged with the responsibility of seeing to it that any officers and employees of this Local who handle its funds and property are bonded for the faithful discharge of their duties to the extent and in the amount and form required by law. The expense of such bonds shall be borne by the Local. The Board of Trustees shall also be responsible for seeing to it that all books and records of the Local, used as the basis for preparing reports required by law to be filed with the Government, are preserved for at least five (5) years from the dates such reports were filed.

Section 6. Executive Board

The Executive Board shall investigate all complaints of members and decide, if possible, upon all questions in dispute between employer and employee, accepting any honorable means towards an amicable settlement that may be deemed essential to the best interest of this organization.

The Executive Board shall decide upon all matters referred to them by the membership and their decision shall be binding unless reversed by a majority vote of the members present at a regular or special meeting of the Local. The Executive Board shall act as a

trial board of this Local unless the member elects to be tried at an open meeting as provided in ~~Article XII, Section 14~~ **Article XI, Section 16**, hereof. They shall have the power to summon **any member** as a witness, and those failing to answer may be adjudged in contempt and penalized for the same by fine or suspension.

The Executive Board shall act for the Local in the interims between meetings of the general body and shall have the authority to perform any act which the general membership can perform and which may require immediate attention.

All business transacted by the Executive Board must be reported at the following regular meeting of the membership.

Section 7. Sergeant-at-Arms

It shall be the duty of the Sergeant-at-Arms to be present at all membership meetings and see that none but members enter the meeting hall and to carry out such instructions as are given to **that Officer** by the presiding officers.

Section 8. Delegates of to International Convention

The Delegates shall perform their duties as prescribed by the Constitution and **Bylaws** of the International Alliance and report thereon at the next regular meeting following the Convention.

Section 9. Other Delegates

Other delegates shall attend meetings of the Bodies or Conventions to which they are accredited and shall report thereon to the membership at the next regular meeting.

Section 10. Compensation of Officers

The Secretary-Treasurer and the Business Agent are to be compensated for their services and the amount of compensation they are to be paid shall be determined by majority vote of the Executive Board at the regular meeting at which nominations for office are held and once fixed shall not be reduced during the term of office.

Any proposed increase during the term of office of the compensation so fixed shall require a majority vote by secret ballot of the members present at a special meeting.

Section 11. Shop Steward

~~A Shop Steward shall be elected annually in each place of employment by the Union members employed therein. Elections shall be by secret ballot, with nominations being closed one week prior to the election date. Candidates for Shop Steward may not be a Treasurer, First Assistant Treasurer, Head Usher, Head Ticket Taker, or in any other position that might be defined as supervisory by federal law.~~

~~There shall be elected a Shop Steward in each department or area where necessary for the efficient servicing of the members within such area as may be designated by the Executive Board of the Local. Should a vacancy occur, it should be filled immediately by a new election.~~

~~Where an overall Shop Steward is required, he or she shall be chosen from among the Stewards by plurality vote of the entire membership working in the shop, said vote to be by secret ballot.~~

Shop Stewards, at each place of employment, shall be appointed by the Business Agent. The Business Agent shall do so with agreement of a majority of the Executive Board. There shall be a Shop Steward in each department or area where necessary for the efficient servicing of the members within such area as may be designated by the Business Agent of the Local with approval of the Executive Board.

The Shop Steward shall:

- Attend with the Business Agent all contract negotiations with the Shop Steward's employers. ~~The Shop Steward shall act as witness, without the right to speak unless called upon by the Business Agent.~~
- Be the liaison between the employer and the Business Agent of the Local in the matter of union job openings. The Shop Steward shall notify the Business Agent of any temporary or permanent job openings and also notify the Business Agent of the filling of vacancies.
- Notify the Business Agent of any infractions of the ~~General Laws~~ *Constitution and Bylaws* of this Local *and of any contract violations.*

| Explain to every new worker the conditions under which that particular shop is operating, the rate of pay, overtime rules, etc.

| *Stewards shall attend an initial orientation class at the Local. Stewards shall make a reasonable effort to attend General Meetings. The Local will make its best effort to provide regular training for the Local's Shop Stewards.*

All elected Officers shall be exempt from payment of dues.