

Current Language

ARTICLE 9 **DUTIES OF OFFICERS**

Section 1: The President shall preside at all meetings of this Local. He/she shall appoint all committees not herein after provided for. He/she shall enforce the Constitution of this Local and those of the APWU, sign all warrants, have general supervisory power of this Local. He/she shall be President of the Accident Benefit Association, and have his/her dues paid in the ABA by the Local, and perform such duties as pertain to his/her office. He/she shall contribute a minimum of two articles per year to the local newsletter. At the expiration of his/her term of office he/she shall make a written report of his/her office and any progress of this Local.

Section 2: The Executive Vice-President shall in the absence of the President be vested with the same powers and authority as the President and, under the direction of the President, shall perform such duties as the office requires. He/she shall be the Director of Education and Research in which he/she will plan and conduct a comprehensive program of Labor Education for Local members and officers, coordinate local training activities with those of State and National offices, educational institutions and other labor organizations, gather and develop information resource on all matters of concern to Local members including all areas of Union affairs, Postal Service policies and programs, and developments outside the Postal Service which may have value to Local goals and activities. He/she shall also be responsive for establishing a program for organizational activities in this Local. He/she shall contribute a minimum of two articles per year to the local newsletter. At the end of his/her term shall turn over all books, papers and equipment that belong to the Local.

Section 3: The Recording Secretary, under the direction of the President, shall keep a correct record of the proceedings of all meetings of this Local. He/she shall provide a copy of the minutes of all regular meetings to the president within seven (7) days of such meetings and post said minutes on the Local's bulletin boards in the GMF and supply copies of said minutes to all offices that are under the jurisdiction of our local, within the same time frame. He/she shall keep on file all resolutions adopted by this local, and of the original draft of this constitution and shall insert such amendments as may be made the same. He/she shall read all resolutions, when presented at a meeting, and post said resolutions in accordance with Article 13 of this Constitution on the Local's bulletin boards in the GMF and supply copies of said resolutions to all offices that are under the jurisdiction of our Local. He/she shall perform other duties as pertain to his/her office, including the handling of all correspondence. He/she shall keep current files on all Local policy and meeting minutes both Executive Board and General, on a computer disk at the union office. At the end of his/her term of office shall turn over all books, papers and equipment to the Local.

Section 4: The Treasurer, under the direction of the President, shall collect all dues and assessments ordered by this Local. He/she shall receive all monies accruing to this Local by solicitation or other means, and shall deposit all monies in a bank approved by this Local. He/she shall notify all members whose dues are in arrears of their delinquency, and of their suspension, if such arrears are not paid or arrangements made for its payment in the periods stipulated in this

Constitution. He/she shall pay by check, countersigned by the President or the person acting in the President's behalf, during the President's absence, all bills authorized by this Local. He/she shall be responsible for filing all necessary forms required by the Internal Revenue Service, Michigan Employment Security Commission and the Department of Labor. He/she shall keep a systematic book account of all monies received and paid out and shall submit the same to inspection upon request of three (3) members of this Local. In the event the Treasurer is out of the Western Michigan area or is incapacitated for a period of seventy-two (72) hours or more, the President may authorize the Executive Vice- President to prepare and sign checks, in place of the Treasurer in an emergency situation. At the close of his/her term of office, shall render a complete statement of the year's revenues and expenses and turn over to his/her successor all monies, books and papers pertaining to his/her office.

Section 5: Craft Directors, under the direction of the President, shall be responsible for all grievances and matters pertaining to their respective crafts. Policy decisions of Craft Directors must first be approved by the President; contribute as a minimum of two articles per year to the local newsletter, and present a report at the General Membership Meeting each month. At the close of his/her term of office he/she shall turn over all books, papers, and equipment that belong to the Local.

Section 6: The Sergeant-at Arms, under the direction of the President, shall see that no one but members are present at meetings unless otherwise directed by the President, preserve order at all meetings, keep a record of attendance at all meetings, and perform such other duties as directed by the President. At the close of his/her term of office he/she shall turn over all books, papers, and equipment that belong to the Local.

Section 7: The Associate Office Director, under the direction of the President, shall be responsible for all grievances and matters pertaining to the Associate Offices of the Western Michigan Area Local. Policy decisions of the Associate Office Director must first be approved by the President; contribute as a minimum of two articles per year to the local newsletter, and present a report at the General Membership Meeting each month. At the close of his/her term of office, he/she shall turn over all books, papers, and equipment that belong to the Local.

Section 8: The elected officers shall constitute the Executive Board, which between regular meetings shall have the authority to initiate measures as may be most effective in the interest and protection of the membership and have the power to act on all matters pertaining to the Local. A quorum for an Executive Board meeting shall be at least a majority of the Executive Board members.

Section 9: Any officer may be excused from no more than two meetings in any calendar year. Any officer that has missed more than two meetings during the year will only be paid their salary for months in which they attend the scheduled monthly meetings. Those officers working on behalf of the membership or on union business will be considered present for that month's meeting.

Section 10: Stewards shall be appointed and/or decertified with approval of two-thirds (2/3) of the Executive Board.

Proposed Change (in bold)
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Section 7: **(deleted (following paragraphs will be renumbered & moved up))**

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