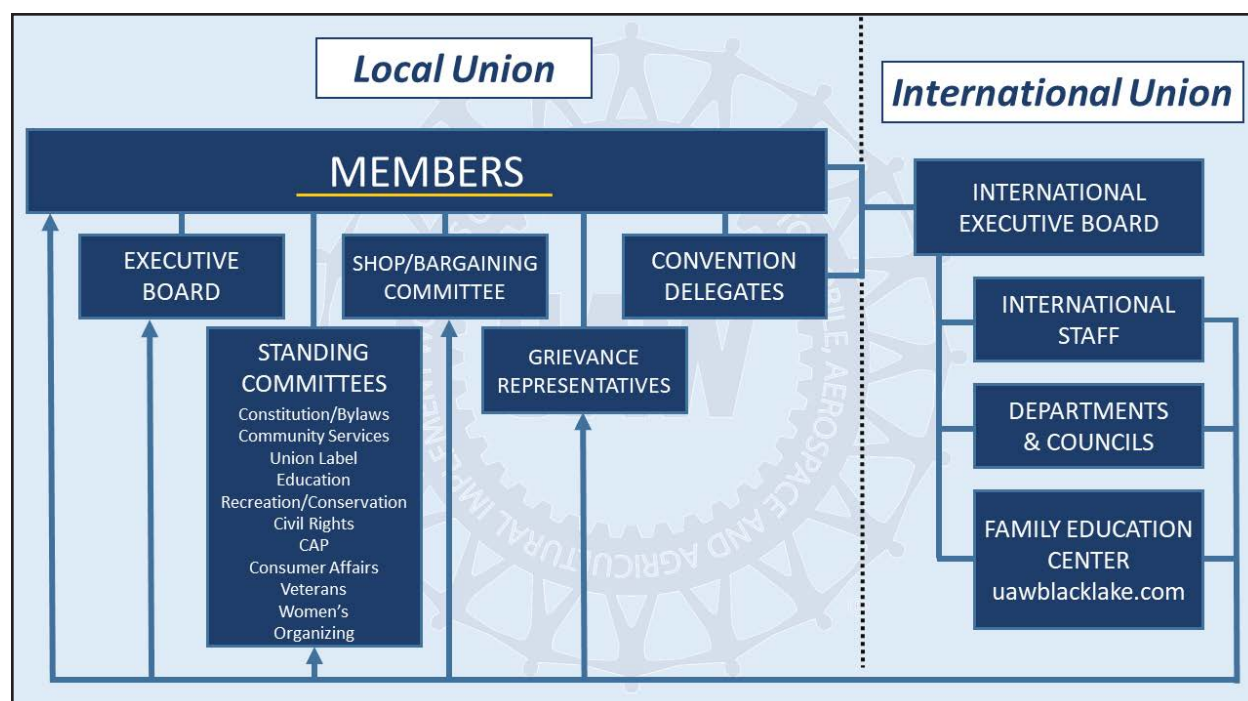


Local Union Structure

The local union fits into the UAW's structure as an autonomous unit of self-government and administration (left side of the structure chart). A local union is made up of those members who are employed in the defined bargaining unit(s) of an employer(s). If more than one unit is involved, the local union can be amalgamated.



The following sections address your local union's executive board and the specific duties of each elected office. The sections provide ideas on how you can step up your leadership by using and expanding your skills.

Local Union Executive Board

The members elect the local executive board, which administers the local union. The duties of these elected positions are described in detail later in this book. Article 38, Section 1 of the UAW Constitution states, "Each Local Union shall have the following Executive Officers"

- President
- Vice President(s)
- Recording Secretary
- Financial Secretary
- Treasurer
- (3) Trustees
- Sergeant-at-Arms
- Guide



Local Union Structure

Should one or more of these officers be absent, the absent officer(s) shall be temporarily replaced by the next officer present, following the above hierarchy order.

Because you may be required to fill in temporarily for other executive officers, it is vital to understand your role and the roles and responsibilities of other officers. In addition, all elected positions require specific skills that you may already possess or are willing to learn.

These are general leadership skills that officers should practice and use regardless of position. For example, a guide should represent the union's values and participate in local union activities as solidly as the president and all officers in between.

Bargaining Committee

Members elect a bargaining or shop committee, which negotiates the contracts and handles grievances. Grievance representatives are sometimes referred to as stewards or committee persons.

Grievance Handlers

Grievance handlers are the first level of representation in the workplace and may settle disputes in the initial steps. Bargaining chairs or shop stewards handle grievances in the latter stages of the contract grievance procedure, often with the assistance of the International servicing representative.

Convention Delegates

Local union delegates are elected to Constitutional and Special Bargaining Conventions by the local union members. Local union bylaws designate representatives to national conferences and sub-councils where applicable.

Standing Committees

Local union standing committees can be either elected or appointed. Standing committees provide an opportunity for members to become involved in building their union and helping move their union's agenda forward.

Standing committees might be the best-kept secret of our union, and we need to let the secret out! Standing committees are a driver in making our locals stronger. They are a popular and appealing way for inactive or new members to plug into their local. An activist's first activity with their union is often volunteering for a standing committee.



Local Union Structure

Standing committees are also the proud face of a local union because they often interact directly with their communities. Our actions convey our core values to our communities better than any billboard, letter to the editor, or commercial. These committees carry out the work of our union through their projects and responsibilities.

The work of our standing committees is a way to give members a powerful sense of pride and fulfillment for a job well done. Our union is often in the middle of struggles, and outright victories can seem challenging to achieve. Still, there is guaranteed success each time we complete a project of our standing committees. In addition, our standing committees raise the local's visibility to members who might not otherwise see the work of their union each day.

Retirees

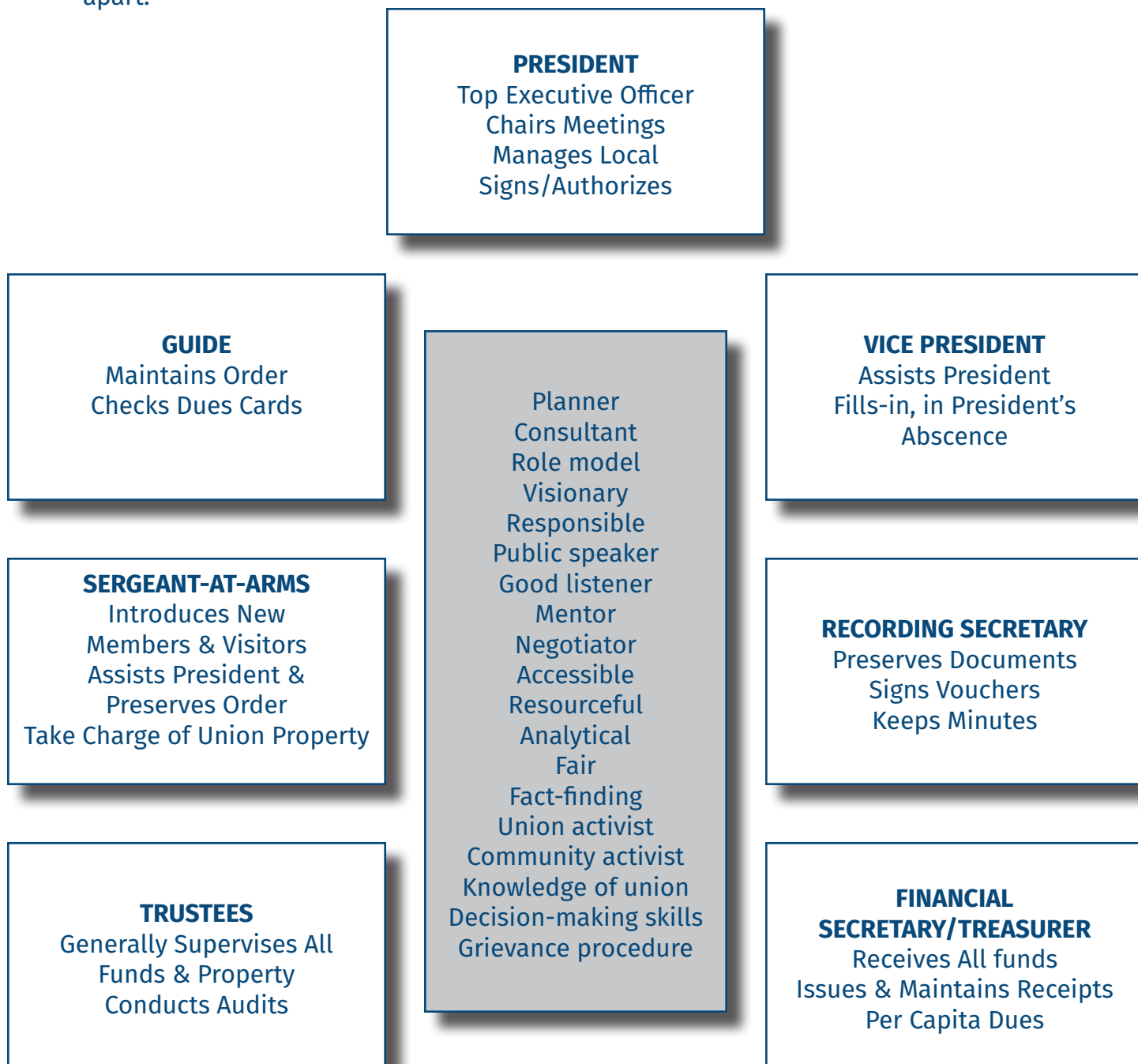
Article 55 in the UAW Constitution is devoted to Retirees. It explains the entire Retiree structure from the Local Union level to the IEB. There is a role for everyone in the UAW. Please reference this section to ensure your local is best utilizing this rich resource of knowledge and volunteerism.



Local Union Officers

The shaded box below displays the synergy created when officers work together and contribute time and skills to building a solid inner core of local union activism. By combining officers' strengths and leading collectively, leaders serve their members more effectively and strengthen our union and the movement.

When united in a common purpose, these boxes form a chain that cannot be pulled apart.



Local Union Officers

The above outer circles illustrate some of the duties of each local union executive officer, which will be detailed in the following sections. The list in the center reflects the shared fundamental skills all officers should demonstrate as effective local union leaders.

ANY EFFECTIVE UNION LEADER MUST FIRST
BE A SOLID UNION ACTIVIST.

How others see you and how you carry out your responsibilities reflects your local union, the UAW, and our shared mission.

Suppose you are not familiar with the duties and responsibilities of the officers whom you are expected to replace. In that case, the transition can be difficult, and your local union may suffer.

Being a union leader requires commitment and a willingness to sometimes work long hours and endure many hardships and disappointments. Your dedication could require sacrificing time with your family so that you may make a difference and improve the lives of others.

Engaging Your Local Union Members in Political Action

As an elected officer, you are responsible for encouraging, mentoring, educating, and mobilizing your members through political action. In addition, members can participate in the community through their local union.

“THE UAW COMMUNITY ACTION PROGRAM (CAP) WILL...
ENGAGE IN ACTIVITIES DESIGNED TO IMPROVE THE ECONOMIC AND SOCIAL CONDITIONS OF UAW MEMBERS AND THEIR FAMILIES AND TO PROMOTE THE GENERAL WELFARE AND DEMOCRATIC WAY OF LIFE FOR ALL PEOPLE.”

UAW Administrative Letter, Volume No. 21, Letter No. 3

Your leadership actions should reflect a desire and willingness to help energize the trade union movement globally, nationally, and locally. Regardless of their elected position, all officers share responsibility for the growth and success of organized workers. This section focuses on leadership skills and attributes needed to promote positive change within our movement.



Local Union Officers

Engaging Your Local Union Members Through the Community Action Program (CAP)

We have learned from our history that there's a strong link between the breadbox and the ballot box. Gains won at the bargaining table and through sacrifice on the picket line can be wiped out by the hostile actions of political leaders, state legislators, Congress, and even Presidents.

UAW CAP is the UAW's non-partisan political arm. It endorses candidates based on their voting records and their stand on issues that affect working Americans. Over the years, CAP Councils have endorsed Democrats, Republicans, and Independents.

The UAW's International Executive Board makes the Union's national endorsement for President and Vice President following a secret ballot recommendation from each UAW local located in the United States.

CAP Councils work on political issues and candidate research at every level of the UAW and for every level of government in every area of the country where UAW members and retirees work and live.

CAP Councils are made up of union members. CAP Councils or other union bodies acting upon CAP Council recommendations make local and regional political endorsements.

The "Top Four" local union officers are sometimes voting delegates to the area CAP Council. CAP Councils provide vital information based on the issues relevant to the well-being of workers. If selected, you can quickly share that information with your members, family, and friends.

Our union stresses the crucial role of authentic and meaningful participatory democracy in our members and their families' lives. UAW members and their families should participate in political and legislative action because every level of government impacts our lives.

Workers and their families must make sure that all elected officials are held accountable and that the voices of working men and women are heard in the political arena. Since the government is one avenue we take to achieve economic and social justice, the government must be responsible and responsive to our needs.



Local Union Officers

What You Can Do To Engage Your Membership

- **Organize and take part** in worker-friendly political programs on a local, state, and national level.
- **Encourage and support** voter registration and GOTV programs.
- **Participate** in the election of CAP-endorsed candidates.
- **Educate** your local union members on the relevant issues.
- **Encourage** members to support the UAW Voluntary CAP (V-CAP) program,

Our democratic form of government works. Our participation in UAW CAP helps make it work. Every officer's responsibility is to engage in our civic and political work and challenge all members to participate.

Officer Duties

As an elected officer, you want to do your best, but could you superficially fulfill all of your office requirements and still be considered a "leader?" Possibly, but the proof of authentic leadership comes when you are willing to get out of your comfort zone, do more than the bare minimum, and lead by example.

Elected officers have a responsibility to become familiar with the UAW Constitution. The Constitution is the foundation upon which all policies and procedures of the UAW begin. Therefore, you must read and understand it.

It is not enough to "know" what constitutional requirements you should be fulfilling. It is crucial to your local union, the labor movement, and the UAW for you to fulfill and execute them properly and effectively by asking yourself these questions:

- 1) How can I educate members?
- 2) What does it mean to engage in legislative activities?
- 3) As a union member and elected officer, how do I take my responsibilities seriously?
- 4) How do I answer these questions as they pertain to Article 41 of the Constitution?



Local Union Officers

ARTICLE 41 Duties of Local Union Members

Section 1. It shall be the duty of each member to conscientiously seek to understand and exemplify by practice the intent and purpose of their obligation as a member of this International Union.

Section 2. It shall be the duty of each member to render aid and assistance to brother or sister members in cases of illness, death or distress, and in every way acquit themselves as a loyal and devoted member of the International Union.

Section 3. It shall be the duty of each member to participate in all local, state, provincial, and federal elections through registration and balloting.



Role of The President

As president, you are responsible for the effective and efficient day-to-day operations of your local union. Depending on your collective bargaining agreement, you will carry out your duties on your own time or be relieved from your duties. All of this depends on the size of your local or amalgamated unit and the resources available. Whatever your circumstances, you will be required 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 local union
- Enforce the provisions of the UAW Constitution
- Appoint committees not otherwise provided for in your local union bylaws
- Be a member ex-officio of all local union standing committees

You serve as an administrator while enforcing the provisions of the UAW Constitution. While upholding the principles and values of the UAW, keep in mind that it is not enough to do things right—you must also do the right thing.

You must ensure your local union officers and committees know and carry out their duties as outlined in the UAW Constitution and your local union bylaws. Most people are excited to meet their responsibilities when they know what is expected of them. Do you provide the direction and resources needed to make your local union the best it can be?

You make decisions that affect your local union's members every day. Be sure to keep the members informed. You can build participation in the local union's work if you remember that the members are the local union!

IT IS A GOOD PRACTICE TO POST UNION HALL OFFICE HOURS
IN THE WORKPLACE SO THAT MEMBERS KNOW WHEN
THEIR ELECTED OFFICIALS ARE AVAILABLE TO MEET.

Visibility and having conversations with members in the workplace prevent the rumor mill from churning. Don't hesitate to re-evaluate decisions if you receive additional information that will affect that decision. Because you have taken an oath to carry out the provisions of the UAW Constitution, you must be aware of and understand the changing policies and procedures of the UAW. By attending conventions, councils, conferences, and regional events, you can bring back vital information to share with members.



Role of The President

When working with other elected officers and activists, they provide constructive criticism and recognize their achievements. Suppose you maintain two-way communication with other local union leaders and activists. In that case, you will have a valuable resource to help you build the local union. You contribute to the strength of your local union if you learn to delegate authority and empower others. Always remember to thank others for their help and ideas.

It Is Your Responsibility to Sign Vouchers and Countersign Checks

Because you chair all meetings and the recording secretary takes the minutes, the two of you are most familiar with membership actions. This is a reason why both of you sign vouchers and “vouch” for the appropriateness of expenditures. Of course, if you are not available, another authorized elected officer has the authority to sign the voucher.

You will countersign all checks drawn on the local union treasury along with the financial secretary or treasurer. A voucher must accompany each check to verify authorization. In addition, you, or another elected officer, have the authority to request a member’s absence from their workplace to perform official union business.

If the local union approves lost time for union business, the request is made to the employer for union leave. You must give the employer adequate notice, usually as provided in the relevant collective bargaining agreement.

Along with the executive board, keep your union financially sound by monitoring expenditures and ensuring that all financial procedures are followed per the UAW Constitution, your local union bylaws, and the Department of Labor (DOL) and Internal Revenue Service (IRS) regulations. Through your leadership, your local union can build a solid financial foundation.

It is your responsibility to appoint committees not otherwise provided for in the UAW constitution and serve as an ex-officio member of all committees

Depending on your local union bylaws, you may appoint members to positions, standing committees, and other committees. In some local unions, standing committee members are elected or appointed by the President. Look for leadership potential by personally recruiting committee members for appointment.

Because we recognize the power of our diversity, your appointments should reflect the diversity of your workplace. Diversity includes race, gender, ethnic origin, occupation or classification, and the like.

It is also your responsibility to appoint a coordinator for your member-to-member structure. The commitment and skills of those member-activists will significantly impact the success of your Member-to-Member program.



Role of The President

As an ex-officio member of all committees, you have a voice but no vote. Use your unique role to serve as a mentor and develop union activists.

You preside at all local union meetings

To effectively chair a meeting, you should understand the basic principles of *Robert's Rules of Order*. Parliamentary procedures outlined in *Robert's Rules of Order* provide an effective vehicle to help meetings proceed orderly and avoid procedural disputes.

In addition, to understanding *Robert's Rules of Order*, familiarize yourself with the UAW Constitution and your local union bylaws. This is necessary because, at times, you will be asked to rule on constitutional and bylaw questions. Violations of local union bylaws or the Constitution can lead to serious trouble, even if the violations were unintentional.

In general, your duties include:

- Keeping the meeting agenda moving along
- Making sure that members understand what is going on, which rules apply, and why
- Encouraging complete discussion so that members understand the issues they vote upon
- Following *Robert's Rules of Order* to protect the rights of the minority viewpoint

You must oversee the scheduling of local union meetings. Membership meetings should be scheduled at times and in places that are convenient for members. This may require that the local union hold more than one meeting for different shifts or different units of amalgamated locals. It is a good idea to post notices announcing meetings on bulletin boards and in the local union's communication vehicles. When special issues are on the meeting agenda, highlight them in your posting. It is not enough to inform members of local union meetings. You and other union leadership should lead by example by attending all meetings as required.

Be informed when chairing union meetings

Elected officials can build a strong and active local union by inviting and encouraging all members to attend scheduled meetings. In addition, committee members should be expected to attend general membership meetings and provide updates and reports to keep members informed. Attendance requirements for all elected officials and committee members may be included in your local union bylaws, subject to the International Union's approval.



Role of The President

Planning a meeting

While local union meetings may seem routine, meetings should always have objectives. Ask the question, “What is it that the other executive officers and I want and need to accomplish at this meeting?”

Do you:

- Want to inform or notify members of a specific topic?
- Want to plan a project and need member approval and participation?
- Want updates or need to review information?

Defining the objective or purpose of the meeting is a top priority. The meeting’s agenda should reflect the items that will achieve your objectives. If your agenda is direct and to the point, you can still conduct lively and interesting meetings for members.

Prepare the meeting agenda

Preparing an agenda before each meeting will help you conduct an orderly and efficient meeting. Keep in mind that the agenda begins with an outline of the order of business. The standard order of business should include the following:

- 1) Call the meeting to order
- 2) Roll call of officers
- 3) Reading and approval of the minutes from the previous meeting
- 4) Communications and bills
- 5) Reports of officers
 - a) President
 - b) Financial report
 - c) Unit Chair report(s)
 - d) Reports of committees and delegates
- 6) Unfinished business
- 7) New business
- 8) Adjournment

Another sample can be found in Article 42 of the UAW Constitution.



Role of The President

If you prepare an agenda, your meetings will move along without wasting time. The agenda puts details and flesh into the order of business. If possible, each item in your order of business should be detailed with the specific topics or specific items to be discussed. It helps if you work with the recording secretary since they are responsible for presenting items on the agenda, such as previous minutes and local union communications.

Because your members lead busy lives, they will be more likely to attend well-prepared, engaging, and orderly meetings. In addition, the UAW Constitution requires meetings to be governed by parliamentary procedure.

Agendas streamline meetings and keep the chair on track

Some agendas specify the amount of time to be spent on each order of business. Take time before each meeting to review standard items such as financial reports, minutes, trustee reports, and committee reports so that you will be prepared for questions.

At the start of each meeting, a motion should be made and seconded to accept the order of business (agenda) by the members present. As you proceed through the agenda, remain impartial and keep control of the proceedings. Always use *Robert's Rules of Order* when chairing your meetings. Keep an open mind and allow members to discuss all sides of an issue. Do not allow the meeting to get out of control. The sergeant-of-arms and guide's duties include maintaining order if necessary.

Keep a copy of the UAW constitution, local union bylaws, the local or unit contract(s), and *Robert's Rules of Order* at each meeting. If you familiarize yourself with these documents, you will be prepared to answer member questions.

There will be times when the decision-making process runs smoothly and times when it does not. Often, reaching a decision is difficult because members have different perspectives and opinions. Remember that members feel strongly about their union. As the chair, you must find a way to move the decision-making process beyond gridlock. To do so may require that you think creatively and “outside of the box.”

How to reach decisions at union meetings

You should never forget that a great deal of essential business can be accomplished by unanimous consent during a meeting. For example, when the minutes of the previous meeting are distributed, the chair often asks, “Are there any corrections?” If no corrections are noted, the chair can say, “If there is no objection, the minutes will stand as presented.” This exact procedure may operate for routine communications or reports. In all instances, the purpose of member consent is not to short-cut democratic procedures but to move the meeting along.



Role of The President

If a motion is made and seconded and no one wants to discuss the motion or propose amendments, the chair can ask: “Are you ready for the question?” If no one speaks, the vote is taken. The chair should not cut off member debate.

When members are ready to vote, the chair (or recording secretary) reads the motion. For a simple voice vote, the chair says, “All those in favor of this motion say, ‘Aye,’ those opposed, ‘No.’” If the response is favorable, the chair says, “The ayes have it, and it is so ordered.”

The chair should call for the “no’s” and the “ayes” even though there appears to be a unanimous vote in favor. This is necessary to record the vote for the meeting’s minutes correctly.

When the chair or members are unsure which side of an issue prevailed, a vote by show of hands or a division of the house is in order. A member can call for a vote by the show of hands or by simply calling out the word “division” from their seat. The chair must grant these requests at all times. If the group is large, the chair may appoint or have available volunteers who will count hands or standing members for or against the motion. Otherwise, the recording secretary and the chair do the counting. The actual count should be made unless the result is so apparent as to be without question. The chair may also ask for such action. It is strongly suggested that a show of hands be used as the standard voting measure when feasible because this will indicate the vote.

Voting should be cast by ballot on significant and confidential issues, such as elections or strike votes. Each vote becomes a matter of record and yet preserves secrecy. The UAW Constitution and local union bylaws may require that certain other votes be cast by secret ballot. In other instances, a vote with ballots may be agreed upon by consensus or by a motion from the floor. Such a motion is not debatable and requires a simple majority.

After the meeting

While we all wish to attract all members to attend their union meetings faithfully, that is not realistic.

If a member approaches you after a meeting to learn what happened, resist the urge to say, “If you’d been there, you would know.” Instead, go over the meeting and its decisions and let the member know you hope they will attend next time. Thank them for their questions. Their interest shows they care.

Other duties

If your local hall employs personnel, you and others (as designated by your bylaws and past practices) may be responsible for negotiating their contracts. You may also be responsible for the day-to-day operations of the hall.



Role of The President

Depending on your local union bylaws, you may also be part of the negotiating team for your workplace collective bargaining agreement. In your role as a negotiator, you may monitor working conditions, bargain contracts, and enforce that contract.

Keep track of grievances and look for patterns. Written records will assist you in addressing issues for future negotiations, so it's a good idea to have an organized record-keeping system.

Some additional duties of negotiators are covered in the section that provides guidelines for working with the chief steward and bargaining chair.

You may also be responsible for fact-finding and assisting in the grievance procedure. You may settle grievances throughout the different steps. You may even prepare cases for the final step—arbitration. For example, suppose charges are filed against your local union with the National Labor Relations Board (NLRB). In that case, it may be your responsibility to answer those charges with the assistance of your international servicing representative.

You will have other responsibilities other than those specifically listed in the UAW constitution.

If your workplace has joint labor-management committees, you should make sure the committees are operating effectively. Committee members should have the tools they need to represent the union's position effectively.

Your participation in labor-management programs can benefit your members by giving you more input in workplace decisions.

Union spokesperson

As the chief spokesperson for your local union, greet all new members. Be visible and get to know as many of them as possible. Develop lasting and honest relationships. If possible, make an agreement with management to set up orientation programs for all new members. During union orientation, not only will you be able to educate new members about the history of their union and what it stands for, but also you can encourage them to become involved as you provide information and education. New Member Orientation Kits are available through the UAW Purchasing Department and are available on Local Union Information System (LUIS).

As a spokesperson and the administrator of your local union, you can also take the UAW's vision of economic and social justice into the community. Your office allows you to seek out and form coalitions with religious and community organizations that believe in the same principles of fairness and equality.



Role of The President

Lead a group of your local union activists and visit neighborhood and community schools. Talk about the benefits unions provide not only to their workers but also to the community. Young people are our future. If you are not invited to these venues, make contacts and offer to mentor students. You can help guarantee the growth and understanding of unions if the workers of tomorrow learn of their value today.

Whatever your duties as president, do not be afraid to delegate authority and empower others through decision-making. Keep your Vice President informed of all issues in the workplace because Article 40, Section 2 of the UAW Constitution, provides that the vice president should assist you in performing your duties and replace you when you are absent.

The transition will be smoother if the vice president is kept up to date.



Role of The Vice-President

You serve as a valuable resource and partner to your local union president. Your dedication and enthusiasm can positively impact the strength and vibrancy of your local union.

As outlined in Article 40, Section 2 of the UAW Constitution, the vice-president(s) shall:

- Assist the president in the discharge of their duties and shall attend all sessions of the local union
- In the case of the absence or incapacity of the president, the president's duties shall be performed by the vice president, provided that where there are two or more vice presidents, the local union shall determine which of them shall perform such duties

Some local union bylaws define specific duties of the vice president. Some locals have more than one vice president, depending on the size of the local and other conditions.

Therefore, learn and become familiar with all of the president's duties and skills (see president's section) and be prepared to assume the president's duties whenever needed.

To assist the president, you must fill in where needed and find out how to contribute best to promote the local union's goals. For example, the president may ask you to:

- Chair committees
- Oversee the Member-to-Member program
- Assist standing committees or attend meetings
- Fill in as a delegate
- Monitor local union activities

Other ways you can help your president are to:

- Recommend activists for specific roles
- Set goals
- Develop a strategic plan with the president's input
- Keep the president informed of important issues

It is recommended that you serve as advisor and confidante to the president.



Recording Secretary

Recording secretaries play an essential role in the local union's success, and you join other elected officials to promote the programs of your local union.

The recording secretary's duties are outlined in Article 40, Section 3 of the UAW Constitution and are as follows:

- 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
- Bring to the attention of the local union members any correspondence upon which they must take action
- Comply with the provisions of Article 50, Section 2.
- Keep on file with both the UAW Research Department and regional director regarding the current contractual documents as well as other information

As recording secretary, you also document and maintain the history of your local union. Your documentation should be accurate and complete so that all members will understand the local's victories and struggles.

The role of the recording secretary is critical to the local union's efficient administration. In general, you are responsible for creating or maintaining the local union's meetings, correspondence, and financial records and preserving the local union's records and documents.

If you master these duties and responsibilities, you will be an asset to other executive officers and your local union.

Record keeping

Keep an attendance record of executive board members, the bargaining unit representatives, and grievance handlers at all meetings. Depending on your local union practices and bylaws, you may also record standing committee chairs and local appointees.

Preserve all important papers and documents except those specifically assigned to other officers. Create a filing system to store and keep vital records. Keep items such as minutes, reports, postings, collective bargaining agreements, attendance records, and other correspondence received in chronological order for easy access and reference. Keep all files in a secure place.



Recording Secretary

Files should be maintained for letters, union leaflets, newspapers, and notices that are significant to the local union's activities. These documents constitute the local's archives and are records of its history.

Fiduciary responsibilities

All financial transactions acted upon by members must be recorded in the minutes. Therefore, you are in the best position to serve as a check and balance on any local union expenditure.

A voucher should be made out and signed by you and the president for each expenditure of money. All members claiming lost time must sign and complete a lost time form (a-136), which the president and the recording secretary must sign, and the officer who authorized the lost time, if other than the president. You should also be familiar with the Local Union Information System (LUIS) and its processes and procedures.

One of your most important responsibilities is to make sure that the minutes of all official meetings record the authorization for all money expenditures. It should be noted that the international union auditors may ask to see the minutes to check the validity of check authorization vouchers.

Correspondence

Review all documents sent or referred to you between meetings. Bring appropriate correspondence to the attention of members, officers, executive board members, and committees for action. With some practice, you can learn to look over correspondence before all union meetings and summarize it.

When directed, write correspondence on behalf of the local union and file copies for future reporting and reference.

Open the local union's mail (per past practices or as requested by the president) and create a journal for all correspondence referred to others. A sample journal entry follows:

Date	From	Subject	Referred to:	Date	Returned and Filed
12/2/xx	UAW President	Labor Rel. Act.	Bargaining Committee	12/3/xx	12/20/xx



Recording Secretary

In the journal, list every letter referred, the subject, the date on the letter, where it came from, and the individual or committee to which it was referred. The last column should show when the letter or response was returned. Check your journal periodically to determine if you need to follow up.

Meetings

- Help the president set up meetings and prepare the meeting agenda. Before any meeting, discuss when and what issues or items will be covered at that meeting. Help create the notice for each membership meeting
- Bring a copy of the UAW Constitution, local union bylaws, *Robert's Rules of Order*, and other pertinent information to each meeting
- Part of your responsibility is to read executive board recommendations that require member action and previous meeting minutes that the members must approve

Record minutes at each Executive Board meeting. Accurate minutes are required for all membership meetings and executive board meetings. The minutes furnish an official record of events. In addition, there will be a legal record for certain types of actions taken by the local union, such as the expenditure of money or strike authorizations. These minutes will become a permanent part of the history of the local. Therefore, they should be brief but precise. All minutes should be kept in electronic and paper form. Minutes of the executive board and membership meetings should **never** be destroyed.

The minutes should include the following details:

- Type of meeting (regular, special, or executive board)
- Name of the organization
- Date, time, and place of the meeting
- Name of the chair who called the meeting to order
- Roll call of officers
- Action taken on the minutes of previous meetings
- Action taken on written or oral reports of officers, delegates, and committees
- The text of all motions made. The intent of each motion should be reflected in the language recorded, the name of the person making the motion, the seconder, and the action taken on the motion. When a division of the house (counted vote) is requested, the exact vote for and against the motion should be recorded
- Time of adjournment
- The signature of the secretary. Some locals also require the president's signature after the minutes are adopted



Recording Secretary

Capturing accurate minutes is vitally important to your local union. **Do not hesitate to demand time to do it right!** If motions are stated too quickly to record at the time, ask for a restatement by the maker so you can record it correctly. You will be held accountable later and should make sure it's correct. Some locals require that motions be re-read before members even vote. This requires that you have the motion recorded accurately.

Note-taking tips

You will develop a note-taking system that works for you. The following suggestions may help you record accurate minutes:

- 1) Have a pad with plenty of paper to record rough notes, even when using a laptop. A template with headings for each order of business also may be helpful.
- 2) An audio recorder can be used, but your minutes are the official record of proceedings.
- 3) A list of old business items to be discussed at the current meeting (if any) should be listed at the top of the page of your notes for quick reference.
- 4) A list should be developed beforehand for the roll call of officers and required attendees.
- 5) Develop shorthand to abbreviate commonly used phrases. For example, “moved and supported” can be shortened to M/S. If the local union traditionally includes the names of those who move and support motions, the “M – Smith/ S – Jones” will be sufficient as long as you understand and remember your shorthand to record the final meeting minutes draft.
- 6) Use abbreviations to shorten other terms at the meeting. For example, “proposed agenda” could be “prop. ag.” or “previous meeting” could be “prev. mtg.” You should develop a shorthand that you can easily translate when creating the official minutes later.



Financial Officers

Example of local union meeting minutes:

The (membership, executive board, special) meeting of Local _____ was called to order at 8 p.m. Tuesday, _____, at UAW Local _____ Hall, by Chair _____, with _____, as recording secretary. The minutes of the previous meeting were approved as read.

The following elected and appointed officials were absent: _____.

INITIATION OF NEW MEMBERS: A list of new members was read by Secretary _____. Those presents were initiated by Chair _____.

COMMUNICATION AND BILLS: A bill for stationery for \$45 to the John Floyd Paper Company was reported. A motion was made by Brother Jim Miller, properly supported and passed that the bill be paid.

REPORTS: The chair of the Grievance Committee reported the settlement of grievances in the Shipping Department and Department 123 during the past month. The Legislative Committee reported on a new bill to change the qualifications to receive state unemployment insurance. The bill would disqualify persons who refuse to be downgraded by their employer to be kept on a job. A letter-writing campaign was recommended and approved. The Education Committee reported that it has made plans to start classes in parliamentary procedure every Wednesday night at the local union hall and recommended that the local union advertise the classes with leaflets, bulletin board posters, and the local union's Facebook page. The report and recommendation were accepted as given.

NEW BUSINESS: Sister Jane Dunfrie moved that the local sponsor a UNICEF "Trick or Treat" drive for the children of our members and that \$100 be donated by the local to start the campaign. An amendment by Brother Richard Gibson that the \$100 donation should be cut out of the motion was defeated. The original motion passed.

GOOD AND WELFARE: Guest speaker Frank Wilson of the U.S. Social Security Administration described the new higher benefits available under the Old-Age and Survivors Insurance Trust Fund. There were several questions. Pamphlets were handed out on the subject by the Education Committee. Meeting adjourned at 9:30 p.m.

_____, Secretary



Financial Officers

A successful financial officer takes time to get familiar with the policies and procedures of their office.

As a financial officer of the UAW, you can be proud to be part of a union with ethical and governance requirements that are more stringent than government laws and regulations.

Whether you are elected to the executive board of a newly chartered unit or an established local, you must start on the right track by using the materials and training aids provided by the UAW Auditing Department.

Financial secretary

The duties of the financial secretary are under four main headings:

- 1) Keeping the financial records.
- 2) Keeping the membership records.
- 3) Making monthly and yearly financial reports.
- 4) Filing all required government reports on a timely basis.

Treasurer

Duties of the treasurer are under four main headings:

- 1) Issue a receipt for all income received from the Financial Secretary.
- 2) Deposit all income in the local's commercial checking account.
- 3) Sign all checks and any forms used to withdraw funds of the local union. The president must countersign such checks and other withdrawal forms.
- 4) Report in writing every month at a regular membership meeting the total receipts and total expenditures for the previous calendar month and the amount of money still on deposit at the end of that month.

All forms and supplies are available through the UAW Purchasing Department. You will also need to become familiar with the Local Union Information System (LUIS) to conduct your duties electronically with the International Union.

When you take office, ensure that your local is up to date on all forms and filings. Complete an inventory of union assets and remove any former officers' names from your local union bank accounts.



Financial Officers

Learn to do it right the first time, and don't rely on "the way it's always been done" unless you know it is correct. Contact the UAW Auditing Department with questions.

Financial secretary/treasurer

Suppose the local union doesn't elect a separate treasurer. In that case, the financial secretary duties and treasurer duties are combined into one office. For the rest of this chapter, we'll speak to the combined responsibilities.

No local union can flourish and promote the trade union movement's agenda of social justice, equality, and fairness unless it is built upon a solid financial foundation. Toward that objective, your responsibilities, as defined by the UAW Constitution in Article 40, Sections 4-10, include:

- Maintaining accurate membership records
- Documenting all income and expenditures
- Preparing monthly and yearly financial reports
- Filing all required government reports on a timely basis

Your responsibilities also include performing miscellaneous duties as designated by the UAW Constitution, local union bylaws, and the past practices of your local union.

Local union bylaws cannot supersede the UAW Constitution.

CONTACT THE UAW AUDITING DEPARTMENT FOR UPDATED MATERIALS AND AVAILABLE TRAINING FOR LOCAL UNION FINANCIAL OFFICERS. THERE IS SOFTWARE AVAILABLE FOR PURCHASE TO ASSIST YOU IN RECORD KEEPING.



Financial Officers

Maintaining membership records

Your failure to maintain accurate membership records can result in problems for your local union. For example, suppose a notice, such as the notice of nominations and elections of the local union, is mailed to an inaccurate address or not mailed at all. In that case, there is a possibility that a member will not have the opportunity to vote. Membership applications are submitted on **official application for membership, form a-144**. (You must keep a record of retirees also.)

A large part of your responsibility as financial secretary/treasurer includes maintaining a record of membership acceptances or rejections, delinquent membership dues, initiations, suspensions, expulsions, reinstatements, withdrawals, change of address, and deaths. You will also be called upon to verify whether an individual is a member in good standing if they decide to run for elected office.

Not all employers collect member dues money for the local. Therefore, you must keep members aware of their status as members in good standing and notify the international union of any changes. Ensure that the local lists of active members are made available only as permitted by Article 37, Section 9 of the UAW Constitution.

You should maintain your membership records and your financial records using computer programs suggested or authorized by the UAW secretary-treasurer. Software approved by the international union can help you fulfill your duties.

All of the financial procedures required to fulfill your duties are found in the manual "Duties of Local Union Financial Officers." It is available through the UAW purchasing department.

Documentation of all income and expenditures

As financial secretary/treasurer, you are responsible for collecting all dues, fees, and income received by the local union.

Bookkeeping procedures require that all income is receipted, and all expenditures are vouched for through the voucher system.

You are responsible for overseeing the funds of local union committees and retiree chapters. To maintain your integrity and that of the local union, you must follow the correct policies and procedures as outlined by the UAW Constitution and local union bylaws. Failure to do so could result in personal embarrassment, fines, and legal prosecution. In addition, the local union could have sanctions placed against it by the International Union, the U.S. Department of Labor, or the IRS to make matters even worse!



Financial Officers

Income

Local unions receive most of their income from members in the form of dues payments.

The preferred method for collecting dues is through dues checkoff in a collective bargaining agreement. In this arrangement, the employer periodically withholds dues from members' wages and sends the money to the union. The other method is for members to pay their dues directly to the union. These payments are deposited into the union's checking account.

The UAW legal department asks that financial secretaries ensure that represented employees comply with any contractual obligation to pay union dues or "agency fees." Court decisions have established specific essential rules that must be followed in this context. If you are confronted with employees who seek to avoid paying dues, you should contact your international servicing representative. They can help guide you through the process or refer you to others who can help avoid potential legal difficulties.

To ensure that the fiscal integrity of your local is not compromised, upon the receipt of **any** money, immediately provide an official receipt (**receipt book, form a-15**) and post the amount in your ledger. Keep receipts in numerical order, and if you make a mistake, void the receipt and attach it to the corrected duplicate. Also, maintain all income verification statements, such as **IRS form 1099**, which documents interest paid to the local union by financial institutions.

Use form a-42 to document the proper allocation of dues and initiation fees to the local union's general fund and the other funds mandated by the UAW Constitution and local union bylaws.

Financial **secretary record card form a-146** must be used to post addresses, dues, and fees from official receipts and check-off lists for each member. In amalgamated locals, income and the number of dues-paying members from each unit must be broken down daily and monthly according to the units from which it is received.

Expenditures

Your local union should not make any expenditure from the treasury except through member approval or as permitted by the UAW Constitution or your local union bylaws. Members entrust their dues money to responsible union representatives and expect their funds to be available for authorized union activities and expenditures. The members are the highest authority, but the president runs the local union between meetings. A motion in your minutes or a provision in your bylaws may give standard approval for items such as paying bills.



Financial Officers

You must keep copies of all executive board, general membership, retiree chapter, and standing committee minutes to substantiate this. In addition, it is a good idea to keep the UAW Constitution and your local union bylaws handy for reference.

Finally, one of the most important local union expenditures is the payment of per capita taxes. The UAW Constitution mandates that your local union's per capita taxes be paid by the 20th of each month, following collection, to the UAW secretary-treasurer's office. Failure to pay per capita taxes on time results in lost strike fund rebates and may result in your local union's voting rights and participation in the UAW's policies and procedures being temporarily suspended and not reinstated until per capita taxes are brought up to date.

Expenditures must be paid through checks drawn on the local union's checking account and documented per UAW procedures. Never write checks made out to "cash" or third parties. Never sign a blank check in advance. Never pay any local union expenditure by cash.

For any check written on the local union treasury, a **lost time and expense voucher form a-136** must be completed by you and signed by the president and recording secretary. If the expenditure involves lost time, the claimant must also sign **form a-136**. In addition, all lost time should be documented on the quarterly **payroll ledger form a-140**. Under no circumstances should automatic signature machines or rubber stamps be used for signatures on vouchers or checks.

Our union operates on a voucher system. This means that the president and recording secretary "vouch" for the expenditures, and the president and financial secretary/treasurer sign the checks.

Lost time

Individuals who receive lost time must complete a **Department of Homeland Security Form I-9 (Employment Eligibility Verification)** and **IRS Form W-4 (exemption certificate)**. In addition, IRS Form W-2 must be prepared for each individual on the payroll who receives compensation at the end of every year. In addition to federal withholding rules, make certain that your local union complies with rules involving state and local deductions and the local union's liabilities under the Federal Unemployment Tax Act. It is also your responsibility to make the proper deductions from the payroll checks of any local union employees.

To facilitate maintaining accurate financial records, you should understand the correct procedures to issue a replacement check and void or cancel an old check. You should also know how to transfer funds between bank accounts and understand the union's savings investments guidelines. Reconcile your bank account monthly. Notify the bank promptly if any discrepancy occurs and keep canceled checks with monthly bank statements, as well as outstanding checks.



Financial Officers

Always make sure that checks and itemized expense statements support expenses incurred and are in accordance with your bylaws and membership action when applicable. You should always staple invoices and statements with **Form A-136**. To balance your books, use Forms **A-43 (Cash and Fund Summary)**, **A-42**, and **A-40½**. Ledgers must be kept up to date monthly for each year (**Summary of Income by Months Form A-44**, **Summary of Expenditures by Month Form A-41**).

Making monthly and yearly financial reports

Members who are kept informed about the local union's finances are more likely to feel that they have a stake in the well-being of their local union. Therefore, your duties also include providing a written monthly report at the regular membership meetings detailing all income, expenditures, liabilities, net cash worth, and balances in fund accounts and allocation of assets during the previous month. Remember to provide copies of monthly financial reports to your international servicing representative.

Also:

- Check the UAW Constitution and local union bylaws to review any other requirements regarding financial reporting. Contact any former officers to determine which reports need to be filed with the IRS, including the 990, 990ez, and 990n
- When you take office, ensure that your local union is up to date in filing the annual form Im-2, Im-3, or Im-4 financial reports and that a signed and dated copy of the most recent report is in your local union files. If you have any questions regarding this, contact the UAW auditing department
- When completing the annual local union financial report, gather records well before the due date and review the instructions thoroughly to ensure that you complete the report correctly.
- Remove any former officers' names from union bank accounts
- Conduct an inventory of local assets to determine if they match prior inventory and local records of purchases and sales

File required government forms

Reference the "duties of local financial officers" manual and other resources to familiarize yourself with local, county, state, and federal laws. These books provide the guidelines for filing the appropriate forms and the regulations for withholding payroll taxes.

You must thoroughly understand the procedures for filing all forms. Ignorance is not an excuse, and failure to comply with laws and rules governing labor union financial reports may result in your local union being liable and forced to pay vast sums of money in fees and penalties. As a safeguard, always maintain signed, dated copies of the completed form for yourself and the International Union, UAW.



Financial Officers

Working with local union trustees

Another important reason to maintain accurate and current financial records is that the local union trustees need them to perform their semi-annual audits, and when the International Union, UAW auditors examine your books. Without adequate records, it will be difficult or nearly impossible to reconcile the financial records. You should work closely with the trustees during the semi-annual audit. The trustees also document the local union's property through an inventory and record the audit results on the trustees' semi-annual audit report form a-20. Remember, inaccurate records could result in the union being charged with the misappropriation of funds. Therefore, you should keep a copy of all audits on file.

When the financial secretary/treasurer must be temporarily replaced

There is no constitutional provision for temporarily replacing the financial secretary/treasurer, which means that your local union decides who will perform your duties in case of your absence or incapacity.

The general practice is for the president to name the trustee chair as acting treasurer. Under no circumstances may the president, vice president, or recording secretary act in this capacity because to do so would defeat the checks and balances of the voucher procedure.

Miscellaneous duties and responsibilities

Your knowledge of local union finances can serve as a valuable resource to your local union. Because you pay the local's bills and are familiar with the local's financial situation, you can make responsible recommendations on spending to your executive board and the members. Through your commitment to the fiscal well-being of your local union, you can help build a solid foundation for the future.

As a financial officer, you are responsible for looking after the local union's property. This includes the local union's bank accounts and real estate, UAW's name, and logos.

When people—not only members but also employers and the general public—see our name or marks, they automatically assume the UAW is officially involved. The name and marks function as a flag, directing attention to our union, its activities, and everything that has come to stand for over years of hard work. Our UAW symbols and marks are potent tools of communication. For that reason, the right to use them is valuable. This is recognized in the UAW Constitution, Article 13, Section 16.

You may be called upon to act as an administrator of the local union hall and manage the day-to-day operations. For example, you may coordinate your local's personnel decisions, gate collections, travel arrangements, and the paperwork necessary for conferences or councils.



Financial Officers

Renting the local union hall and community donations

If your local union rents its hall, you may be responsible for handling rentals and enforcing policies that your members have established concerning those rentals.

Donating your union hall to charitable organizations is a wonderful way to build the standing of your local union in the community. Many times, people who do not belong to unions do not understand the true mission of trade unionists. Their perceptions are based on the distorted images that corporations and the mainstream media often present. By donating to and working with charitable organizations in your community, your local union will share our message and show that the UAW is a part of the community.

Whenever your local union sponsors a fundraiser to benefit any activity in the community, make sure that correct procedures are followed. Otherwise, mistakes, such as the person or organization not receiving the appropriate money, can damage the local's credibility and reputation in the community.

Never be afraid to ask questions if you are unsure of your responsibilities. If you have any concerns, don't hesitate to contact your UAW auditor through your international servicing representative.

Sample treasurer's report

Treasurer's Report

Local Union _____

City, State/Province

Financial Report (insert month and year here)

Balance to Account as of (enter previous report date)	\$1,253.67
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Income

Dues (Regular)	\$642.00	\$642.00
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Net Income		\$1,895.67
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Disbursements

Per Capita Taxes	\$398.04
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Travel, Meals, Per Diem	\$46.00
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Supplies (Office)	\$19.52
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Total Expenditures	\$463.56
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Balance to Account for	\$1,432.11
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Financial Officers

Trustees

As a trustee, you maintain the fiscal checks and balances system and oversee local union finances. Your specific duties are defined in the UAW Constitution under Article 40, 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 the local union's financial records by a Certified Public Accountant selected by the local union executive board. The fiscal year of the local union shall be from January 1 through December 31 (Article 48, Sections 1 & 2)
- 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, treasurer, and financial secretary
- In local unions where safety deposit boxes are used, the trustees shall see that the signatures of the president, treasurer, and one of the trustees are present before admittance to the safety deposit box is permitted
- In the event the books are not received for audit within 15 days after the end of each six months, the chair of the trustees shall make a report to the next meeting of the local union for action

Your duties are important. The UAW Auditing Department provides at no charge the publication "Basic Procedural Instructions for Trustees," which details the correct procedures that you should follow. The department also provides a **Trustees' Semi-Annual Report Form A-20**, making filing reports simple.



Financial Officers

The duties that the trustees must perform in making their semi-annual audit and in preparing their report are outlined below:

- 1) Determine the total amount of income from all sources for each calendar month.
- 2) Trace all income to the bank.
- 3) Verify that all expenditures are proper and authorized.
- 4) Determine the total amount of expenditures for each calendar month.
- 5) Determine that all Per Capita Taxes have been paid each month as required by the UAW Constitution.
- 6) Check semi-annual totals of income and expenditures by classifications.
- 7) Test the balances at the end of the period.
- 8) Prepare Trustees' Semi-Annual Audit Report Form A-20.
- 9) Ensure that adequate insurance on furniture and equipment is carried out for the protection of the local union.
- 10) Maintain an inventory of all furniture and equipment.

In addition to the duties outlined above, trustees may perform other duties requested by the local union president. For example, you may be requested to investigate repair costs or request purchase costs by securing at least three sealed bids per your local union bylaws.

Your duties when the financial secretary/treasurer must be temporarily replaced

As mentioned earlier, there is no constitutional provision for temporarily replacing the financial secretary/treasurer. The general practice is for the president to name the trustee chair as acting financial secretary/treasurer. Under no circumstances may the president, vice-president, or recording secretary act in this capacity, for to do so would defeat the two-signature requirement. Your role as a trustee puts you in an excellent position to learn about and support the other various officeholders in their responsibilities. You are an integral part of the system of checks and balances for your members and local union.



Guide

The duties of the guide are outlined in the UAW Constitution under Article 40, Section 14. The guide:

- Maintains order
- Inspects the membership receipts
- Satisfies that all present are entitled to remain in the meeting of the local union
- Performs such other duties as are usual to the office

For example, the guide may be called upon to make sure that Article 40, Section 15 of the UAW Constitution is carried out, which states: “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.”

Another responsibility listed under Article 43 of the UAW Constitution is for the president to direct the guide to assist with the initiation ceremony of new members (some locals hold more formal initiation ceremonies). The president says the following: “You will now place the candidate before me for the obligation.”

The guide advances with the candidate to the front of the president’s station. All newly elected members, before being admitted to full membership, take the following oath: If you wish to acknowledge your members’ initiation into the local union, you may purchase initiation certificates, which are available from the UAW Purchasing Department.

UAW Initiation Oath

I pledge my honor to faithfully observe the Constitution and laws of this Union and the Constitution of the United States (or Canada, as the case may be); to comply with all the rules and regulations for the government thereof; not to divulge or make known any private proceedings of this Union; to faithfully perform all the duties assigned to me to the best of my ability and skill; to so conduct myself at all times as not to bring reproach upon my Union, and at all times to bear true and faithful allegiance to the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).



Guide

As a guide, be prepared to maintain order during meetings. Sometimes, debates become contentious, and the significance of crucial issues is lost during heated arguments. Your responsibilities include helping the chair keep attendees focused on the business at hand. But remember: if you approach a member, be polite and give them a chance to save face by “cooling down.” If the member ignores your request, you and the sergeant-at-arms may be forced to escort them from the meeting.

Another important responsibility is to make sure that everyone present at a meeting is authorized to attend.

Often, local unions discuss sensitive issues that determine union policies. It may be appropriate for only union members to be present. Be courteous if you must request that a non-member leave. If you take the time to explain why you are asking the person to leave, chances are they will not feel offended. You can also build mutual respect between the local union and that person.

In addition to these duties, the president may ask you to conduct tours, chair a standing committee meeting, or distribute information to members.

As you can see, your role as a guide is important to ensure that the local union takes care of its business. This elected position may not have an extensive list of duties. Still, you play a vital role in the growth and success of the local union.



Sergeant-At-Arms

As sergeant-at-arms, you have an excellent opportunity to learn about and support the other local union office holders and representatives while helping the local union executive officers build the union's power.

The duties of the sergeant-at-arms are detailed in the UAW Constitution under Article 40, Section 13. The sergeant-at-arms:

- Introduces all new members and visitors
- Helps the president preserve order when called upon to do so
- Takes charge of all property of the local union not otherwise provided for
- Performs such other duties as may be assigned to them from time-to-time

Because you introduce all new members and visitors, you have a unique opportunity to build your local union by taking a positive approach. Often, visitors and new members do not know anything about the organized workers' movement. You may be the first trade unionist that they meet and interact with. If you introduce yourself before the meeting and briefly share your personal experience with your local's positive message for all workers, you may contribute to creating an activist and friend in your local union and the community.

As is true with the guide, one of the sergeant-at-arms' most important responsibilities is to preserve order so that your local union can carry out its important business. Therefore, if you approach a member or visitor, be firm but fair. Please don't attempt to intimidate the individual because you risk the chance of alienating them, and the local may lose a valuable resource.

Just as the trustees are entrusted with protecting local union property, you are responsible for taking charge of the property when another officer is not designated. As you serve your members in this capacity, remember that no attribute is valued more than trust.

In addition to these duties, the president may ask you to perform various other duties for the local as needed.

