



## **Duties of the Local Secretary**

This is what the SMART Constitution says...

### **Article Twenty-One B (21B) SECTION 48 – LOCAL FUNDS**

*Each Local shall maintain a Local fund to pay the expenses of the Local, by levying Local dues on all in-service members. The amount of Local dues shall be established by the members present, voting by secret ballot, when the Local is organized.*

*No change in Local dues, the daily rate or salary established for Local Officers or Legislative Representatives, or the levying of a special assessment may be considered until such proposition has been read at one (1) regular or special meeting and all members working under the jurisdiction of the Local Committee have been notified of the proposition and date on which the proposition will be considered. Any proposition to change Local dues, daily rate or salary of Local Officers or Legislative Representatives, or to levy a special assessment must be approved by a majority vote of the members, voting by secret ballot, who are in attendance when the proposition is considered.*

*Each Local shall maintain a Local Committee fund to pay the cost of representation by the Local Committee of Adjustment by levying Local Committee dues, as established by the members present under its jurisdiction, voting by secret ballot, when the committee is established.*

*No change in Local Committee dues, the daily rate or salary established for Local Committeepersons, or the levying of a special assessment may be considered until such proposition has been read at one (1) regular or special meeting and all members working under the jurisdiction of the Local Committee have been notified of the proposition and date on which the proposition will be considered. Any proposition to change Local Committee dues, daily rate or salary of Local Committeepersons, or to levy a special assessment must be approved by a majority vote of the members working under the jurisdiction of the Local Committee involved, voting by secret ballot, who are in attendance when the proposition is considered. The effective date of any increase in Local, Local Committee of Adjustment dues, or special assessments must coincide with the requirements of any check off of Union Dues Agreement in effect.*

### **Article Twenty-One B (21B) SECTION 49 – PAYMENT OF DUES AND ASSESSMENTS**

*...It shall be the duty of the members to keep the Local Secretary and Treasurer advised of the current home address.*

### **Article Twenty-One B (21B) SECTION 52 – REGISTERS**

*...Local Secretaries shall be responsible for the maintenance of accurate registers by their Local.*

### **Article Twenty-One B (21B) SECTION 55 – TIME AND PLACE OF MEETING**

*...The Local President shall call a special meeting, upon receipt of written request of five members in good standing, stating the purpose for which the meeting is requested. In the absence of the President, the meeting shall be called by the Vice President or Secretary...*

### **Article Twenty-One B (21B) SECTION 57 – ELECTIONS IN LOCALS**

*Local Officers, Committeepersons, Legislative Representatives and Delegates, upon leaving office must promptly transfer all property, funds, securities, equipment and other effects of their office to their successor.*

### **Article Twenty-One B (21B) SECTION 63 – DUTIES OF THE LOCAL SECRETARY**

*The Secretary shall keep an accurate record of all proceedings, receive all communications, conduct the correspondence, and shall have charge of the seal and records of the Local. He/she shall notify all officers of their election or appointment and shall notify other Locals of action taken by his/her Local which might affect, interest, or concern them.*

*The Secretary shall notify the General Secretary-Treasurer of all changes in the time and place of meetings and prepare, sign, and affix the seal to all documents requiring his/her official signature as provided by the Constitution and bylaws of the Local.*

*He/she shall see that all notices required regarding elections and levying of assessments are sent in accordance with Article Twenty-One B (21B). The Secretary shall perform the duties of the Treasurer in Locals that do not provide for the separation of the offices of Secretary and Treasurer and shall, with the President and Treasurer, file all reports required by Federal, State, or local laws.*

Putting the SMART Constitution into practice...

- Keep an accurate record of all proceedings (meeting minutes)
  - All motions must be recorded, as well as who seconded, amended, etc., and the results of any/all associated votes. (See Guide to Properly Recording Disbursements in Meeting Minutes)
  - **Provide copy of the minutes to the Treasurer so that disbursements can be made accordingly.**
  - Sign and seal approved minutes.
  - Minutes must be kept on file permanently.
- Receive all communications and draft correspondence for the Local
- Have charge of the records of the Local
  - understand what records must be kept and for how long
  - keep an inventory of records that includes where or with whom certain records are stored
  - help transfer records/assets from those leaving office to those taking office
  - maintain a record disposal schedule
- Notify all officers of their election, this includes the SMART TD office. Use the report of elections form.
- Notify other Locals of action taken which might affect, interest or concern them.
- Update the SMART TD office with changes in the time/location of meetings
- Ensure that all notices regarding elections, levying of assessments, changes in dues and meeting info is posted in a timely manner and in compliance with the SMART Constitution and Department of Labor (DOL) regulations
  - A timely manner is interpreted to mean at least
    - 5 days notice for a special meeting
    - 10 days notice for nominations
    - 10 days notice prior to the second meeting as outline in Article 21B, Section 48.
  - Take a photo of the posted notice with evidence of the date as documented proof
- If the office is separate from the Local Treasurer, work with the Treasurer and President to file all reports as required by Federal, State or Local laws
- Receive updates to members' addresses, employer and contact information and update the necessary records
- Make sure an accurate attendance is taken at each Local meeting that allows each member to sign-in. Keep track of the meeting attendance records.
- Carry out duties related to elections in locals in accordance with the SMART Constitution and DOL regulations
  - Receive nominations for elections
  - Prepare ballots
  - Arrange the post office box
  - Prepare a list of eligible voters
  - Maintain election records

This what the Department of Labor says about a Local officer's role...

*"The LMRDA imposes a duty on union officers to manage the funds and property of the union solely for the benefit of the union in accordance with its constitution and bylaws."*



## Duties of the Local Treasurer

**(Note: If the Office of Secretary is combined with Treasurer, also reference "Duties of the Local Secretary.")**

This is what the SMART Constitution says...

### Article Twenty-One B (21B) SECTION 41 – MEMBERSHIP

*Upon receipt of a properly executed application accompanied by the required dues and assessments, the Local Treasurer will issue to the applicant an official receipt and will promptly forward to the General Secretary-Treasurer the completed application, together with the required dues and assessments. The Local Treasurer will report at each meeting all admissions and readmissions occurring subsequent to the last meeting of the Local.*

### Article Twenty-One B (21B) SECTION 47 – TRANSFERS

*...Thereafter, if a member is assigned to another craft under the jurisdiction of another Local for a period in excess of ninety (90) days, the Treasurer of the Local with which the member is affiliated shall, upon receipt of written request from the Treasurer of the Local under whose jurisdiction the member is working, issue a transfer certificate for the member...*

*... Transfer certificates will be in the form prescribed by the General Secretary-Treasurer and completed in quadruplicate by the Local Treasurer, forwarding the original to the Local requesting the transfer, the second copy to the General Secretary-Treasurer, the third copy to the member being transferred, and retaining the fourth copy for his/her records. Upon the completion of this transaction, the member will be obliged to pay dues and assessments, effective on the first day of the following month, to the Local to which transferred...*

### Article Twenty-One B (21B) SECTION 48 – LOCAL FUNDS

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*No change in Local Committee dues, the daily rate or salary established for Local Officers or Legislative Representatives, or the levying of a special assessment may be considered until such proposition has been read at one (1) regular or special meeting and all members working under the jurisdiction of the Local Committee have been notified of the proposition and date on which the proposition will be considered. Any proposition to change Local dues, daily rate or salary of Local Officers or Legislative Representatives, or to levy a special assessment must be approved by a majority vote of the members, voting by secret ballot, who are in attendance when the proposition is considered.*

*Each Local shall maintain a Local Committee fund to pay the cost of representation by the Local Committee of Adjustment by levying Local Committee dues, as established by the members present under its jurisdiction, voting by secret ballot, when the committee is established.*

*No change in Local Committee dues, the daily rate or salary established for Local Committeepersons, or the levying of a special assessment may be considered until such proposition has been read at one (1) regular or special meeting and all members working under the jurisdiction of the Local Committee have been notified of the proposition and date on which the proposition will be considered. Any proposition to change Local Committee dues, daily rate or salary of Local Committeepersons, or to levy a special assessment must be approved by a majority vote of the members working under the jurisdiction of the Local Committee involved, voting by secret ballot, who are in attendance when the proposition is considered. The effective date of any increase in Local, Local Committee of Adjustment dues, or special assessments must coincide with the requirements of any check off of Union Dues Agreement in effect.*

## Article Twenty-One B (21B) SECTION 49 – PAYMENT OF DUES AND ASSESSMENTS

*The Local Treasurer, in cooperation with the Local President and the Local Chairperson involved, will maintain a close check of the roster of members who are relieved from the payment of full dues and assessments under the provisions of this Section with a view towards avoiding the abuse of this privilege.*

## Article Twenty-One B (21B) SECTION 57 – ELECTIONS IN LOCALS

*Local Officers, Committeepersons, Legislative Representatives and Delegates, upon leaving office must promptly transfer all property, funds, securities, equipment and other effects of their office to their successor.*

## Article Twenty-One B (21B) SECTION 64 – DUTIES OF THE LOCAL Treasurer

*The Treasurer shall receive all money due to be collected by the Local and give his/her receipt for the same. Where a Local maintains the office of Collector, the provisions of Section 65 will apply. The Treasurer shall hold and keep secure all Local funds and shall be bonded as provided in Section 71 of Article Twenty-One B (21B). He/she shall sign all papers requiring his/ her signature and perform other duties required by Article Twenty-One B (21B) and the bylaws of the Local. He/she shall keep an accurate account for all receipts and expenditures of the Local on forms provided for that purpose. These records shall be open at all times for inspection and audit by officers of the International or their representatives.*

*The Treasurer shall promptly, but not later than the 20th day of each month, remit to the General Secretary-Treasurer all monies due the International. All disbursements issued by check or draft must be countersigned by the President of the Local. Each disbursement shall be reported by the Treasurer at the first meeting of the Local following the disbursement.*

*During the month of January of each year, the Treasurer shall submit to the Board of Trustees a report in duplicate, on the form prescribed for that purpose, showing all receipts and disbursements of the Local for the preceding year. The Board of Trustees will promptly audit the books and, if the Treasurer's report is found to be correct and the cash on hand or its equivalent has been verified, the Board members shall sign and submit the report to the first regular meeting of the Local following the audit. A copy of the signed report shall then be sent to the General Secretary-Treasurer by the Board of Trustees.*

*The Treasurer shall be a member of all Local Committees which receive or disburse money. When Local action is taken approving the disbursement of funds which in the opinion of the Treasurer is in violation of provisions of this Constitution or the Local's bylaws, he/she shall withhold payment for a period not to exceed thirty (30) days and report the matter at once to the President Transportation Division. The Treasurer will then be governed by the President Transportation Division's instructions regarding the expenditure involved, subject to appeal.*

*The Treasurer shall notify the Treasurer of another Local when he/she has knowledge that a member of his/her Local is employed under the jurisdiction of the other Local.*

*It shall be the responsibility of the Treasurer to credit dues and assessments paid to the appropriate Local Committee of Adjustment and General Committee of Adjustment accounts of his/her Local in accordance with the provisions of Article Twenty-One B (21B).*

*The Treasurer shall, with the President and Secretary, file all reports required by Federal, State, and local laws.*

## Article Twenty-One B (21B) SECTION 81 – LOCAL COMMITTEES OF ADJUSTMENT

*When required, it shall be the duty of the Chairperson or the Local Committee of Adjustment to furnish the Treasurer of the Local and the interested General Chairpersons the names of nonmembers and members who have been taken out of service, or who have been returned to service.*

*Additionally, the Chairperson of the Local Committee of Adjustment will assist in furnishing information to the Treasurer as to the names of employees working under the jurisdiction of his/her committee.*

## Putting the SMART Constitution into practice...

The job of the Local Treasurer is extensive. The following is a high-level overview of the office. Visit the S&T tools section of the SMART TD website for extensive guidance on the position.

- A. **Ensure financial safeguards are upheld** – make sure the Local is practicing all safeguards established by the SMART Constitution, the Department of Labor (DOL), and the IRS.
- B. **Maintain accurate, up-to-date member records** – member records are the basis for all income coming into the Local. Treasurers will spend most of their time keeping these up to date and ensuring that payroll deductions are accurate. A thorough understanding of how dues are collected, the application of E-49 status/policy effective dates and processing member transfers are essential pieces of the job.
- C. **Manage Finances** - Receipt all money collected, hold and keep secure all Local and LCA fund(s), keep an accurate account of all receipts and expenditures for each of the managed funds, obtain proper authorization for all disbursements. Pay taxes as required by law.
- D. **Complete & file required reports** – various reports must be filed with SMART TD, Local membership, the DOL, the IRS, and the Social Security Administration. The specifics depend on the type of Local you are. Treasurers must coordinate efforts with the Local President and/or Secretary to file all reports required by Federal, State and municipal laws.
- E. **Keep proper records** – detailed records and documentation regarding the business and democratic proceedings of the Local must be kept in accordance with the law
- F. **Participate in lodge meetings** – regular attendance and reporting at Local meetings is essential.

In addition to the high-level duties listed above, Local Treasurers should have the following skills:

- **Good with numbers and money** – not only do you have to pay bills, you need to be able to generate reports about all the money coming in and out of the Local and LCA funds
- **Strong communicator** – there's a lot you won't know about the specifics of the job without reaching out and talking to your members. You need to respond to questions from members and authorities in a reasonable amount of time too.
- **Organized** – the appearance of your records is just as important as what is contained in them.
- **Time management** - you'll not only need to be organized with your physical records you keep, but you'll need to be organized with your time. In order to stay on top of your duties, you'll have to dedicate some time on a routine, regular basis. You need to be aware of payroll schedules and deduction cut off date as well as the deadlines for all treasurer work.
- **Team player** – you will need to work with your other Local officers and Local Chairpersons
- **Tech savvy** – there are a lot of moving parts to this job. Technology is your best friend. Electronic filing of reports, TD Connect and the eBill require internet use.

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*"The LMRDA imposes a duty on union officers to manage the funds and property of the union solely for the benefit of the union in accordance with its constitution and bylaws."*