

ARTICLE VIII
Duties of the Other Officers

SECTION 1. The Recording Secretary/Information Officer.

- A. He will keep a correct and impartial record of all proceedings of this local and will perform such other duties that pertain to this:
 - 1. Reading the minutes of the preceding regular meeting for the membership present to approve.
 - 2. Keeping a testified record of all members present at all meetings.

- C. He will have charge of official documents and records and will keep them properly filed and under suitable lock, which may be opened to inspection to any member upon written request to the President, except personal and confidential records.

- C. *Duties moved to the Secretary/Treasurer*

- D. He will be allowed ten (10) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary

- E. He will attend both the nominations meetings and the regular meeting in January to accept and record nominations. He will notify, in writing, every member nominated and request a written acceptance or rejection of their nominations. He will provide to the Election and Ethics committee a list of all members accepting their nominations.

ONLY POSITIONS HIGHLIGHTED IN YELLOW ARE ELECTED.

- D. He will be furnished with a camera with which to obtain snapshots of these occasions and he will be responsible for the care and keeping of this camera and will turn all union property in his possession over to the Board of Trustees at the end of his term.
- E. He will be allowed six (6) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- F. He will mail a copy of the "Six-Bits" to each member in good standing as well as the following persons:
 - 1. The National Secretary and Treasurer
 - 2. The National Vice President
 - 3. He will be allowed to trade papers with other unions of his choice all over the United States for information and ideas.
 - 4. Any other person or local will be able to receive this paper provided they furnish an address and a fee to cover the current cost of printing and mailing.
- G. Articles will be submitted to the editor by the 25th of each month. The paper will be published and mailed on or before the 5th of each month except for the month of March, which will be March 7th.
- H. He will be allowed two (2) days per month to publish, fold and prepare for mailing the "Six-Bits". This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.

SECTION 2A. Assistant Editor of "Six-Bits":

- A. He will be chosen by the Editor from the members in good standing, with the approval of the Executive Board.
- B. He will be allowed two (2) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- C. He will be allowed one (1) day per month to assist the Editor in publishing, folding, and preparing the "Six-Bits" for mailing. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.

SECTION 3. Insurance Representative:

- A. He must be a member of the Union Insurance Plan and will be appointed to assist members with their insurance problems.
- B. He will handle all correspondence necessary to coordinate the attendance of the APWU health plan at the various Health Fairs.
- C. He will keep informed on the changes to the health plan. And coordinate with the Industrial Relations Director, on information packets outlining the benefits of the APWU health plans, presented at the new employee orientation.
- D. He may attend Health Benefits training as voted on at the general Union Meeting.
- E. He will be allowed two (2) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter.
- F. He will be furnished with stamps, envelopes and other items necessary to the office.

- B. They will assist other Shop Stewards on their tour as required to insure the protection of workers rights. They may represent any employee on their tour as required.
- C. The Vice President will appoint his choice from among the appointed stewards. The Executive Board must then confirm the appointments by a majority vote of board members present at the June board meeting..

SECTION 7. Negotiators:

- A. The number of negotiators for a local agreement will be dependent upon the number agreed on by the Local and management.
- B. They will be members of the Labor-Management Committee plus any other Committee or outside experts to act as advisors, as deemed necessary by the Executive Board and the President as in accordance with the Provisions of Article VII, Section 1-i.
- C. The union members will be paid for any work they miss during such meetings or negotiations.

SECTION 8. No officer or shop steward of the Area Local may become a part of management by acting as a clerk in charge or in any other supervisory position. Any officer or shop steward of this Area Local who wishes to fill such assignments must turn in his resignation from his office. If he does not he is automatically removed from such office by acceptance of a position, regardless of how temporary.

- SECTION 9.**
- A. Any officer or shop steward of this Area Local who fails to report to two (2) regular meetings during any quarter will not receive his salary for the quarter involved and may have his office declared vacant, unless a written explanation is submitted to the Recording Secretary/Information Officer in advance for the absence to be counted. The Executive Vice President may appoint a successor to fill the vacant steward position.
 - B. Any officer attending union meetings will be paid two (2) hours pay.
 - C. Executive Board members will be paid three (3) hours for lost time to compensate them for the regular meeting and the Executive Board meeting prior to the regular meeting.
 - D. The pay for the last quarter for officers will be paid prior to December 15th each year.