

## ARTICLE VII

### Duties of the officers on the Executive Board:

#### SECTION 1. President:

- A. He will preside at all meetings of this Area Local and the Executive Board. He may assign other officers to conduct meetings. He will be a member (ex officio) of all committees except the Election and Ethics Committee. He will appoint all committees not otherwise provided for herein.
  1. He will cast the tie breaking vote in Executive Board Meetings.
- B. He will, with the Secretary/Treasurer, sign all written contracts and other official documents authorized by the members in meetings assembled.
- C. He will sign all checks drawn by the Secretary/Treasurer for authorized expenditures. Except that in his absence the Vice President is authorized to sign checks in his place.
- D. He will perform other duties that pertain to the office or such duties as the members in meeting assembled assign to him.
  1. He will be responsible for training and certification of all Shop Stewards.
  2. He will supervise and coordinate the activities of the Recording Secretary/Information Officer.
- E. He will have the power to veto such action of a policy forming nature and the expenditure of funds voted in a regular meeting. In case he decides to veto an action he must do so before the meeting adjourns. The meeting may then by a 2/3 majority vote, override the President's veto.
- F. The President will report to the members at the next regular meeting on all minutes of Labor-Management Meetings.
- G. The President shall be a full time paid officer of this local commensurate with that of the Highest APWU negotiated Craft Level and step, . The President shall be reimbursed for all necessary expenses incurred on the union's behalf. The Salt Lake Area Local shall pay all necessary moneys towards the President's Civil Service Retirement, Federal Employee Retirement, or Social Security as amended. The Salt Lake Area Local shall contribute towards the President's Health and Life Insurance premiums equal to those provided by the USPS and FICA Retirement Act as amended. The Salt Lake Area Local will contribute to the Thrift Savings Plan, if applicable, at the same rate as the USPS. The President shall be allowed the same number of hours of annual leave as computed by the USPS years of service schedule, and sick leave shall be granted as necessary upon approval of the Executive Board. Whenever Postal Employees are granted a pay raise, the same dollar increase shall automatically be granted to the full time officers of the Salt Lake Area Local.
  1. The President shall be paid an additional 15 hours per month, at his Presidential rate, for his salary, payable quarterly.
  2. The President shall not carry over more annual leave than the USPS allotted number of hours per year. As of pay period 1 1995 the President shall be paid for all unused sick leave at the end of each calendar year.
- H. He will be a delegate to all conventions, meetings or gatherings of any nature, special or regular, where the local votes to send a delegate. He may assign another to take his place if he decides not to attend a meeting or gathering.
- I. If funds are available, after receiving the approval of the Executive Board when deemed necessary, the President may retain the services of legal counsel to help with problems confronting the union.
- J. Proviso
  1. If for any reason the membership of the Salt Lake Area Local 6 falls below 750 members, the Executive Board will convene to discuss and determine the enactment of This Proviso

Suspending ARTICLE VII G . The President may be reverted to the Status of a Part-Time President and :

- (a) Twenty (20) hrs pay at the Presidents pay rate established in Constitution, per month, payable at the end of the quarter for his salary.
  - (b) He will be allowed One Hundred Thirty (130) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for this 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.
2. Should the membership be brought back up to 875 members, the Executive Board will reconvene and review the financial well being of the local and vote to restore the Full Time President.

#### SECTION 2. The Vice President:

- A. He will in the absence of the President be vested with the same authority and power as the President and will perform his duties.
- B. He may be a delegate to all National, Regional, and State Conventions, meetings or gatherings of any nature, special or regular, where the local votes to send a delegate.
- C. He will be member of the Labor-Management Committee.
- D. He will supervise and co-ordinate the activities of the Editor of the "Six-Bits" and Insurance Representative.
- E. He will supervise and coordinate the activities of the Craft Directors.
- F. He will be allowed fifteen (15) hours of pay at his current pay rate or former rate if retired., per month, payable at the end of the quarter for his salary.
- G. He will inform the Shop Stewards of any and all action taken on their grievances.
- H. He will be allowed fifty (50) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for this 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. The Industrial Relations Director:

- A. He will be the Health and Safety Officer.  
He will attend the quarterly safety meetings.  
He will review and maintain accident histories.  
He will make recommendations to Union and management leadership that will insure the safety and good health of employees.
- B. He will be a member of the Labor-Management Committee.
- C. He will be allowed twelve (12) hours pay at his current rate, or former rate if retired per month, payable at the end of the quarter for his salary
- D. He will be responsible for developing programs to recruit and retain members. He will provide new members a packet; including but not limited to, a letter of welcome signed by the President, a Local Constitution, a National Contract, and Local Memo of Understanding when these items are available.

- E. He will be allowed twelve (12) days pay per year to conduct union business. 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 4. The Clerk Craft Director:**

- A. He must be a member of the Clerk Craft. He will be elected to office by members of the Clerk Craft only.
- B. He will assist in grievances and other union activities within the Clerk Craft.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed twelve (12) hours 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 be assist the Vice President and perform duties as directed by him.
- F. He may be a delegate to all National, Regional, State and Clerk Craft Conventions.
- G. He will be allowed Twelve (12) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit a 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 (7) days before the date.
- H. He will meet monthly with the REC Coordinator and the Customer Service Coordinator, to discuss items and or concerns to be presented at the next Executive Board meeting

**SECTION 5. The Maintenance Craft Director:**

- A. He must be a member of the Maintenance Craft. He will be elected to office by members of the Maintenance Craft only.
- B. He will assist in grievances and other union activities within the Maintenance Craft.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed twelve (12) hours pay at his current rate or former rate if retired per month, payable at the end of the quarter for his salary.
- E. He may be a delegate to all National, Regional, State and Maintenance Craft Conventions.
- F. He will be allowed twelve (12) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for this 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 (7) days before the date.

**SECTION 6. The Motor Vehicle Craft Director:**

- A. He must be a member of the National Motor Vehicle Service Craft. He will be elected to office by members of the Motor Vehicle Service Craft only.
- B. He will assist in grievances and other union activities within the Motor Vehicle Service Craft.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed twelve (12) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary
- E. He may be a delegate to all National, Regional, State and Motor Vehicle Craft Conventions.
- F. He will be allowed twelve (12) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for this 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 (7) days before the date

**SECTION 7. Secretary/Treasurer**

- A. He will keep a correct record of all financial transactions of this Area Local according to a bookkeeping method approved by the Executive Board.
- B. He will see that all moneys that are collected are promptly deposited to the credit of this Area Local in a savings institution approved by the Executive Board.
- C. He will prepare and countersign all checks for authorized expenditures in behalf of this Area Local.
- D. At each regular meeting he will present a written financial report covering the financial transactions since the last meeting. Copies of this report, if approved, will be furnished to the Secretary/Treasurer to be filed in the permanent file.
- E. He will process applications for membership (standard form 1187).
- F. He will notify in writing each member who is three (3) months in arrears in his dues that if his dues become one (1) more month in arrears he will be automatically expelled from membership. He will provide the Secretary/Treasurer with a list of such persons.
- G. He will be allowed fifteen (15) hours of pay at his current rate, per month, payable at the end of the quarter for his salary.
- H. At the close of his official term in office he will turn over to the Board of Trustees all local property in his possession and he will be held accountable for all of his financial responsibilities until his accounts are audited, approved and released by the Board of Trustees.
- I. He will be advisor to the Entertainment Committee.
- J. He will collect and process payments from retired members and members not on payroll deductions.
- K. He will be chairman of the Budget Committee.
- L. He will prepare the following reports on time:
  - 1. LM 2 Labor Department Report (June, 30)
  - 2. LM 1 constitution Report (January 31).
  - 3. Quarterly IRS Tax Report Form 941
  - 4. Quarterly State Tax Form TC-90.
  - 5. Fiscal Year IRS Form 990.
  - 6. W2/W3 calendar year reports.
  - 7. Quarterly Job Service report.

- M. He will be allowed twenty-six (26) days pay per year to conduct Union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for this compensation to the President. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, upon the President's approval of the statement, at least seven (7) days before that date.
- N. He will act as Secretary to the Executive Board. He will notify each board member by telephone of the time and place of all special board meetings.
- O. He will be responsible for the correctness of the Constitution of this Area Local. All proposed constitutional changes must be routed through the Secretary/Treasurer.
- P. He will be responsible to see that the constitution is up-dated within twenty days after each constitutional change has been approved by the membership of this local and is responsible to supply a copy, on request, of the constitution.
- Q. He will be responsible to see that there is an up-to-date constitution of this Area Local at every meeting and the master copy will remain in the office.

#### SECTION 9. REC Site Coordinator:

- A. He must be member of the Clerk Craft. He will be elected to office by members of the REC Site only.
- B. He will assist in grievances and other union activities within the clerk craft and will report directly to the Clerk Craft Director.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed seven (7) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- D. He will assist the Clerk Craft Director and perform duties as directed by him.
- E. He may be a delegate to any Clerk Craft Conventions when requirements are met per Article V, Section 4A.
- G. He will be allowed seven (7) days per year to conduct union business. 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

#### SECTION 10: Customer Services Coordinator:

- A. He must be a member of the Clerk Craft. He will be elected to office by members of the Customer Services only.
- B. He will assist in grievances and other union activities within the Clerk Craft and will report directly to the Clerk Craft Director.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed seven (7) 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 assist the Clerk Craft Director and perform duties as directed by him.
- F. He may be a delegate to all Clerk Craft Conventions when requirements are met per Article V, Section 4A.

G. He will be allowed seven (7) days per year to conduct union business. 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. would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least (7) days before the date.