

ARTICLE X – DUTIES OF LOCAL OFFICERS, AREA REPRESENTATIVES, CHIEF STEWARDS AND STEWARDS

The Officers of the Local shall be the President, Executive Vice-President, Vice President, Secretary and Treasurer.

1. The Local President shall:

- A. Presides over meetings of the Executive Board and the Local membership meetings and shall be responsible for the conduct of the Local.
- B. Shall be responsible for signing legal documents and contracts for the Local as directed by the Executive Board.
- C. To further the process of grievances not satisfactory settled at the Second Step (2nd) and appeal them to higher levels.
- D. Approve all bills/vouchers to be paid and countersign all checks drawn on the Local treasury.
- E. Supervise all Local committees and the selection of committee members. Shall be an ex-officio officer of all committees and at all meetings of the Local.
- F. Develop and oversee training of all Local Officers, Area Representatives and Stewards.
- G. Shall represent the Local and be the chairperson of the Local delegation at all regular or special conventions and all official CWA meetings, conferences and other activities.
- H. Shall appoint all Chief and Job Stewards to assure maximum representation for all members. Shall have the authority to remove appointed Chief and Job Stewards for violation of the Bylaws and Rules or CWA Constitution.
- I. Shall, in-between meetings of the Executive Board have the obligation of asserting the authority and performing the duties of the Executive Board of the Local.
- J. Shall administer the day to day affairs of the Local in accordance with these Bylaws and Rules and the CWA Constitution.
- K. Shall assume the responsibility for furthering the principles and objectives of the Union and the Local.
- L. Shall perform other such duties as may be directed by the Executive Board or Delegate Assembly.
- M. Shall be bonded in accordance with the law.
- N. Hold no other elective office in the Local.
- O. Shall suffer no loss of pay or benefits.

2. The Local Executive Vice President:

- A. Shall work under the direction of the Local President and perform such duties as assigned by the Local President, Executive Board, or membership.

- B. Shall assume all duties of the Local President in the event of the absence of the Local President.
- C. Countersign checks and approve expense vouchers.
- D. Shall be a delegate at any regular or special convention.
- E. Attend all meetings of the Executive Board and membership.
- F. Shall work with the Vice President, Area Representatives, Chief Stewards and Job Stewards to maintain a grievance log of all grievances filed for and on behalf of all members.
- G. Shall be bonded in accordance with the law.
- H. Hold no other elective office in the Local.
- I. Suffer no loss of pay or benefits.

3. The Local Vice President:

- A. Shall work under the direction of the Local President and perform such duties as assigned by the Local President, Executive Board, or membership.
- B. Coordinate with and supervise the activities of the Area Representatives.
- C. Preside at meetings of the Local Area Representatives.
- D. Shall work with the Executive Vice President, Area Representatives, Chief Stewards and Job Stewards to maintain a grievance log of all grievances filed for and on behalf of all members.
- E. Shall be a delegate at any regular or special convention.
- F. Shall oversee and approve expense vouchers from Area Representatives, Chief Stewards and Job Stewards.
- G. Shall be bonded in accordance with the law.
- H. Hold no other elective office in the Local.
- I. Suffer no loss of pay or benefits.

4. The Local Secretary:

- A. Shall work under the direction of the Local President and perform such duties as assigned by the Local President, Executive Board, or membership.
- B. Record and maintain the minutes of all meetings of the Local and the Local Executive Board and shall furnish all Local Executive Board members with a copy of these minutes within a reasonable length of time.
- C. Process all new membership enrollments.
- D. Maintain an accurate and current combined membership file of all members and non-members records of the Local membership; including the Local Executive Board, Chief Stewards and Job Stewards.
- E. Certify the Local delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Convention.
- F. Shall be a delegate at any regular or special convention.
- G. Shall be bonded in accordance with the law.
- H. Hold no other elective office in the Local.

- I. Suffer no loss of pay or benefits.

5. The Local Treasurer:

- A. Shall work under the direction of the Local President and perform such duties as assigned by the Local President, Executive Board, or membership.
- B. Shall be the custodian responsible for all financial records and assets of the Local.
- C. Causes the proper filing of all reports or filings required by Federal, State or Local Law and furnish copies to the Secretary-Treasurer of the Union as required.
- D. Pays all bills and vouchers approved by the Local President.
- E. Work with the Finance Committee to prepare a proposed budget for each year and present it to the Executive Board for final approve from the membership.
- F. Shall be a delegate at any regular or special convention.
- G. Shall be bonded in accordance with the law.
- H. Hold no other elective office in the Local.
- I. Suffer no loss of pay or benefits.

6. The Local Area Representatives:

- A. Shall work under the direction of the Local President and perform such duties as assigned by the Local President, Executive Board, or membership.
- B. Perform such duties that may be assigned by the Executive Vice President or Vice President.
- C. Shall perform advisory functions for Chief Stewards/Job Stewards of their respective area on all matters concerning the good and welfare of the members.
- D. Coordinate and preside of over quarterly informational meetings in their respective areas. There should be no less than four (4) meetings a year.
- E. Shall work with the Executive Vice President, Vice President, Chief Stewards and Job Stewards to maintain a grievance log of all grievances filed for and on behalf of all members.
- F. Shall assist the Chief Steward and Job Stewards with the investigation and handling of all grievances when needed.
- G. Shall recommend new Job Stewards to the President.
- H. Shall keep all Stewards informed as to the actions taken by the Executive Board.
- I. Hold no other elective office in the Local.