

**Constitution of the International Union
United Steelworkers
August 2022**

**Article VIII
Duties of Local Union Officers**

Section 1. **Duties of President.** The President shall preside at all meetings of the Local Union and preserve order. And shall decided all questions of order, subject to appeal to the Local Union. The President shall have the right to vote at all elections of officers, and, when then members are equally divided on other questions, shall have the deciding vote. The President shall call special meetings by request of ten (10) members in good standing of the Local Union, and shall enforce the provisions of this Constitution. The President shall appoint all committees not otherwise provided for and be ex-officio member of all committees. The President shall perform such other duties as the Local Union may assign.

In the event that a vacancy occurs n the office of Vice President, Recording Secretary, Financial Secretary., Treasurer, Guide, Guard or Trustee of in the position of Grievance Committee Member at any time during the term of office, the remaining Local Union Officers shall, by majority vote, select a successor to serve for the remainder of that term.

Section 2. **Duties of the Vice President.** The Vice President shall assist the President in the discharge of the President’s duties and during the President’s absence shall preform the duties of the President. In the event that a vacancy occurs in the office of President, the Vice President shall act as President for the unexpired term.

Section 3. **Duties of the Recording Secretary.** The Recording Secretary shall record the proceedings of the Local Union in a book kept for that purpose, read all papers and perform such other duties as required under this Constitution and as the Local Union may assign.

The Recording Secretary shall also have custody of the Local Union Seal, and shall be responsible for any misuse of same.

Section 4. **Duties of the Financial Secretary.** The Financial Secretary shall receive all money due the Local Union and pay the same to the Treasurer, from whom the Financial Secretary shall take receipt. The Financial Secretary shall also keep accurately, the accounts of the Local Union with its members, and shall at all times have the books open for examination by the Auditing Committee, and perform such other duties required under the Constitution and as the Local Union may assign. The Financial Secretary shall make out the various reports required by the International Secretary-Treasurer and forward such reports to the International Secretary-Treasurer in accordance with instructions.

Should it be proved that a Local Union Financial Secretary has failed to report monthly the full membership of the Local Union as provided for in the report to the International Secretary-Treasurer and transmit the full amount of initiation fees and dues, the Financial Secretary shall be suspended from all privileges and benefits until the deficiency is made good, and shall be liable to the International Union for the full amount unpaid.

The Financial Secretary shall keep a record of all transfer request forms issued and received.

The Financial Secretary’s accounts shall be subject at all times to audit by the International Secretary-Treasurer.

Section 5. **Duties of the Treasurer.** The Treasurer shall receive from the Financial Secretary al money collected belonging to the Local Union in a bank designated by it. All initiation fees and

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dues shall be deposited in a separate bank account to be designated as a trust fund for the International Union. The Treasurer shall cause to be issued to the Financial Secretary a receipt for all money turned over to the Treasurer or deposited to the Treasurer's credit in the regular bank account. The Treasurer shall issue a separate receipt for the amount of money turned over at any time or for such deposit made, and shall sign all checks and have them countersigned by the President and the Financial Secretary. At the option of the Local Union, a Vice President, who is designated in advance, can serve as an alternative signatory.

The Treasurer shall keep regular and correct accounts of all money received and paid, and report at each meeting the balance of cash shown by the last report, the amount received since, the total checks issued and authorized, and the balance remaining. The Treasurer's accounts shall be open for examination by the Auditing Committee at any time when called upon. The Treasurer's books shall be subject at all times to audit by the International Secretary-Treasurer of the United Steelworkers. The Treasurer shall perform such other duties required under the Constitution and as the Local Union may assign.

Section 6. It shall be the duty of the President, Financial Secretary and Treasurer to insure that the funds and property of the Local Union are preserved, managed, invested and expended in accordance with the International Constitution and polices and Local Union By-Laws.

Section 7. **Duties of the Guide.** It shall be the duty of the Guide to see that all present are entitled to remain.

Section 8. **Duties of the Guards.** It shall be the duty of the Guards to take charge of the door and see that no one enters who is not entitled to do so.

Section 9. **Duties of the Trustees.** It shall be the duty of the Trustees to have charge of the hall and all property of the Local Union, subject to the direction of the Local Union, and perform such other duties as the Local Union may require.