

(C) SECOND VICE-PRESIDENT:

The Second Vice-President shall assist whenever his services are needed. He shall have voice and vote on the Executive Board. He shall become Executive Vice-President in case of temporary absence or temporary incapacity of the Executive Vice-President.

(D) RECORDING SECRETARY:

It shall be the duty of the Recording Secretary to keep a correct record of the proceedings of the Local Union; sign all orders on the treasury authorized by the Local Union; read all documents and conduct the general correspondence received by the Local Union which does not pertain directly to the duties of the other officers of the Local Union, and keep same on file for future reference. He shall cause to be called the roll of all members who should be in attendance at each meeting. He shall bring to the attention of the General Council of the Local Union any correspondence upon which the General Council must take action. He shall comply with the provisions of Article 40, Section 3 of the International Constitution. He shall furnish to the Research Department of the U.A.W. and to his Regional Director, every six (6) months (in January and July) the following:

1. Three (3) copies of the existing contract(s)
2. A complete revised list of all classifications and rates for plant or plants covered by the contract(s)
3. Any additional information gained through negotiations with the respective plant management that may be useful to other Local Unions in their collective bargaining.

(E) FINANCIAL SECRETARY-TREASURER:

It shall be the duty of the Financial Secretary-Treasurer to receive all monies due to the Local Union and to submit a written report as to the money received and spent in conformity to the International Constitution U.A.W. (See Article 40, Sections 4, 5, 6, 7, 8, 9, 10, 11). A petty cash fund of two hundred dollars (\$200.00) may be carried and any

monies over five hundred dollars (\$500.00) shall be deposited in a bank at the closing of the office each day.

(F) TRUSTEES:

The Trustees shall have general supervision over all funds and property of the Local Union. They shall audit or cause to be audited by a Certified Public Accountant selected by the Local Union Executive Board, the records of the Financial Officers of the Local Union semi-annually as provided herein, using duplicate forms provided by the International Union, a copy of which shall be forwarded to the International Secretary-Treasurer and to the Local Union's Regional Director immediately thereafter. It shall be the duty of the Trustees to make a semi-annual report to the Local Union General Council.

It shall be their duty to see that the Financial Officers of the Local Union are bonded in conformity with the laws of the International Union. The Trustees shall see that all funds shall be deposited in a bank subject to an order signed by the President and Treasurer and/or Financial Secretary. It shall also be their duty to see that all property of the Local Union is insured. When safety deposit boxes are used, the Trustees shall see that the signatures of the President, Treasurer and one (1) of the Trustees are required before admittance to the safety deposit box is permitted. In the event the books are not received for audit within fifteen (15) days after the end of each six-month period, the Chairman of the Trustees shall make a report to the next meeting of the Local Union for action; for the purpose of auditing and reporting, the fiscal year of this Local Union shall begin on January 1 and end on December 31.

(G) SERGEANT-AT-ARMS:

It shall be the duty of the Sergeant-At-Arms to introduce all new members and visitors and assist the President in preserving order when called upon to do so. He shall also take charge of all property of the Local Union not otherwise provided for, and perform such other duties as may be assigned to him from time to time.

(H) GUIDE:

It shall be the duty of the Guide to maintain order, inspect the membership cards, satisfy himself that all present are entitled to remain in the meeting of the Local Union, and perform such other duties as are usual to the office. He shall also serve as Chairman of the Credentials Committee.

(I) CHAIRMAN OF INSURANCE AND BENEFITS:

The Chairman of Insurance and Benefits shall be responsible for the process of appeals on Insurance, Pensions, and S.U.B., as provided for by the contract between the Union and the Caterpillar.

He shall process through the proper channels, all compensation cases submitted to him and keep a record of same.

(J) CHAIRMAN OF BARGAINING COMMITTEE:

The Chairman of the Bargaining Committee shall be in charge of all Local negotiations and of Grievances referred to arbitration to the U.A.W. Region 4 Department. He shall be responsible for all matters pertaining to contract negotiations (as per Central Labor Agreement) that are of a policy nature common to all Local Unions, such as Insurance, Pensions, S.U.B., etc.

He shall be assisted by the President, such International Representatives as may be needed, the Chairman of each of the Divisional Grievance Committees. He shall keep a correct record of all grievances and negotiations handled by him. He shall instruct Stewards and Divisional Grievance Committeemen on the correct procedure of submitting grievances. He shall present Local Contract Proposals, Speedup, New Classifications, Rates of Pay, etc. to the Company upon a majority vote of the Bargaining Committee as a whole. The Chairman may attend all Council Meetings.

(K) MEMBER AT LARGE:

The Member at Large duties will be to assist where and when needed, and to report on dealings within each Grievance Division.

- (L) Any elected Union Official who attends Caterpillar Supervisory Training Classes should resign or will be removed from office, the office be declared vacant and an election be held as soon as possible to fill the vacancy. If the member does not resign and prior to his removal from office, he should be requested by certified mail by the Local Union to attend a hearing before the Local Union Board. If it is uncontroverted that he is taking a Management Supervisory Training Class or is acting in a supervisory capacity, he should be advised of his removal from office by the Board.

CHANGE TO READ AS:

ARTICLE 11 LOCAL UNION EXECUTIVE BOARD OFFICES

Section 1. The Local Union shall have the following Executive Officers and Executive Board Members and their duties shall be as listed:

(A) PRESIDENT:

It shall be the duty of the President to preside at all Membership and General Council Meetings of the Local Union; sign all orders on the Treasury authorized by the Local Union; countersign all checks issued by the Financial Secretary against accounts of the Local Union when ordered by the Union; enforce the provisions of the Constitution and appoint Committees not otherwise provided for, subject to recommendation of the Local Executive Board and approval by majority vote of the General Council. Such recommendations by the Local Executive Board and approval by the General Council shall be made on an individual basis for each appointment. **He/She** shall be a member ex-officio of all Committees and Councils except Election and Trial Committees.

The President shall be the office administrator and after submitting **his/her** recommendations to the Local Union Executive Board and securing their approval, **he/she** shall hire such technical, professional or office clerical help as is necessary to efficiently operate the Local Union. **He/She** shall also report to the General Council the failure of any Officer to fulfill his/her obligation.

(B) EXECUTIVE VICE-PRESIDENT:

The Executive Vice-President shall assist the President in the discharge of **his/her** duties, and shall attend all sessions of the Local Union. In case of the absence or incapacity of the President, **his/her** duties shall be performed by the Executive Vice-President.

(C) SECOND VICE-PRESIDENT:

The Second Vice-President shall assist whenever his/her services are needed. **He/She** shall have voice and vote on the Executive Board. **He/She** shall become Executive Vice-President in case of temporary absence or temporary incapacity of the Executive Vice-President.

(D) RECORDING SECRETARY:

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Director, every six (6) months (in January and July) the following:

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It shall be the duty of the Guide to maintain order, inspect the membership cards, satisfy **himself/herself** that all present are entitled to remain in the meeting of the Local Union, and perform such other duties as are usual to the office. **He/She** shall also serve as Chairman of the Credentials Committee.

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He/She shall process through the proper channels, all compensation cases submitted to **him/her** and keep a record of same.

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He/She shall be assisted by the President, such International Representatives as may be needed, the Chairman of each of the Divisional Grievance Committees. **He/She** shall keep a correct record of all grievances and negotiations handled by **him/her**. **He/She** shall instruct Stewards and Divisional Grievance Committeemen on the correct procedure of submitting grievances. **He/She** shall present Local Contract Proposals, Speedup, New Classifications, Rates of Pay, etc. to the Company upon a majority vote of the Bargaining Committee as a whole. The Chairman may attend all Council Meetings.

(K) MEMBER AT LARGE:

The Member at Large duties will be to assist where and when needed, and to report on dealings within each Grievance Division.

(L) PLANTWIDE SAFETY CHAIRMAN:

It shall be the duty of the Plantwide Safety Chairman to report on any safety issues or concerns arising from any division.

(M) RETIREES PRESIDENT:

It shall be the duty of the Retirees President to report on any issues, concerns and ongoings of the Retirees Chapter.

(N) COMMUNITY ACTION PROGRAM (CAP) CHAIRMAN:

It shall be the responsibility of the CAP Chairman to report on any legislation that may have an impact on Union members. As well as report on any candidate running for public office that supports the Union working class.

(O) Any elected Union Official who attends Caterpillar Supervisory Training Classes should resign or will be removed from office, the office be declared vacant and an

election be held as soon as possible to fill the vacancy. If the member does not resign and prior to **his/her** removal from office, **he/she** should be requested by certified mail by the Local Union to attend a hearing before the Local Union Board. If it is uncontroverted that **he/she** is taking a Management Supervisory Training Class or is acting in a supervisory capacity, **he/she** should be advised of **his/her** removal from office by the Board.