


**ATU**

**Local Union Duties &  
Responsibilities**

**Presidents and Executive Board Members**



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- ◆ **Duties of a local president**
  - ◆ **Duties of an executive board member**
  - ◆ **Responsibilities to the Union**

# Duties of a Local President

General supervision over all affairs between E-board and membership meetings including:

- ◆ Presiding over all meetings of the L.U.
- ◆ Preserving order and enforcing the CGL and local bylaws
- ◆ Ensuring L.U. officers and members perform their L.U. duties
- ◆ Enforce all fines and penalties

# Lost Time

- ◆ **As P/BA, you authorize lost time** for Executive Board members and L.U. members to carry out L.U. duties.
- ◆ **Lost time v. Actual time**
  - ◆ Lost time- forgone duties and responsibilities for one's employer as a result of working for the L.U.
  - ◆ Actual time worked- time assigned independently to work for the L.U. For example, working for the L.U. on your day off is not considered an opportunity cost and therefore not lost time.

# Committees & Special Meetings

- ◆ **As P/BA you may:**

- ◆ Appoint health and safety committees and all other committees not otherwise provided for.
- ◆ Authority to appoint negotiation committees. Unless in bylaws
- ◆ Call a special meeting *if* requested by 1/3 or more members in writing.

# Voting Rights

## ◆ **The P/BA:**

- ◆ Decides all questions of order subject to appeal to mbrs
- ◆ Votes during secret ballots
- ◆ Casts the deciding vote in a tie
- ◆ Announces the results of all votes

# Pres./BA Financial Responsibilities

- ◆ **Sign all authorized checks from the treasury in accordance with the CGL and L.U. bylaws.**
- ◆ **Have a designated cosigner for all authorized checks from the treasury by an executive officer who is designated by the P/BA and approved by the E.B.**
- ◆ **Empowered to cover routine or regular expenses**

# Duties of the Executive Board

- ◆ Supervise and direct the management of the Local Union.
- ◆ May constitute a grievance committee and investigate all disputes between members and companies.
  - ◆ Report findings during the regular meetings.
- ◆ Empowered to call special meetings.



# Duties of the Executive Board

- ◆ Submit results of negotiations on agreements or matters of importance to entire membership for a referendum vote.
  - ◆ Authority over conditions and time in which the referendum vote will take place.
- ◆ Appoints time for meetings of the board at least once a month.
  - ◆ Majority of E-Board constitutes a quorum

# Over-the-road Local E-Board

- ◆ Appoint time for meetings of the board at least once a month.
- ◆ Conduct semi-annual E-Board meetings if authorized by bylaws.
- ◆ Conduct business in between meeting by mail, wire or telephone if bylaws authorize.

# Executive Board Members Responsibilities to the Union

- ◆ Direct and handle union affairs in conformity with the laws and rules of the L.U.
- ◆ Ensure the funds and property of the L.U. are preserved, managed, invested and expended in accordance to the CGL and L.U. bylaws.
- ◆ Conduct interest arbitration with an employing company in accordance with CGL and L.U. bylaws
- ◆ At all times report all acts and doings to the meetings of the L.U., carry out all instructions of the L.U.

# Responsibility to ATU International Office

- ◆ Upon seeking I.U. assistance or advice regarding local disputes, officers and E-board shall write full particulars of the case
- ◆ Address all local disputes *before* an international officer is sent to the L.U.
- ◆ Immediately notify the I.P. if made aware of any member or officer that has been subpoenaed by any government or law enforcement agency.
- ◆ Immediately notify the I.P. of any investigations or proceedings involving union financial practices, mishandling of union funds, or engaging in corruption, racketeering, etc.

# Communicating with ATU International

- ◆ Local Union calls
- ◆ Local Union correspondence
- ◆ Member correspondence
- ◆ Interpret Bylaws
- ◆ Assistance in contract negotiations

# Common Concerns

- ◆ Creating unity within a local
- ◆ Dealing with difficult members
- ◆ Improving communication- internal and external
- ◆ Expanding community involvement