

### **President**

Section 12. The President shall, when possible, preside at all meetings, regular and special, decide on all questions of law and interpret the Constitution and By-Laws, and on request from any member he shall settle all questions or disputes subject to appeal to the Lodge with further appeal to the National President within thirty (30) days.

Section 13. (a) The President shall appoint at the January meeting, subject to the approval of the Lodge, members of the Lodge to perform the duties of Chaplain, Sergeant-at-Arms and Inner and Outer Guards, and they shall serve at the pleasure of the Lodge.

(b) The President or officer acting as such shall appoint a majority and the Vice President or officer acting as such, a minority of all committees, provided, the President shall have the authority to remove a member from any committee for good and sufficient reasons.

Page 96

Article 4, Section 14

### **Vice President**

Section 14. The Vice President shall assist the President in any way directed and preside during his absence.

### **Recording Secretary**

Section 15. The Recording Secretary shall keep the minutes of meetings, conduct all correspondence for the Lodge and render such report to the Lodge and National Union as are provided for in the Constitution and By-Laws. He shall be custodian of the records and seal, and perform such other duties as pertain to his office.

### **Financial Secretary-Treasurer**

Section 16. The Financial Secretary-Treasurer shall receive all dues, fines, assessments and other monies due the Lodge and keep a complete record thereof. If a member owes two (2) months dues he shall collect only full amount of dues owed, not partial payment. He shall deposit said funds in the name of the Lodge in a bank to be designated by the Lodge or the Board of Trustees. He shall disburse the funds of the Lodge in payment of the regular and authorized expenses of the Lodge requiring necessary receipts and/or documentation to substantiate such expenditures. Unusual or extraordinary expenses, those not required for the normal operation of the

Page 97  
Article 4, Section 17

Lodge, shall be referred to the Board of Trustees for consideration and its recommendations, which shall be reported to the Lodge for approval by a majority vote of the members voting at a meeting of the Lodge. No disbursements may be made by the Financial Secretary-Treasurer except on duly approved vouchers signed by the President and the Chairman of the Board of Trustees. He shall keep the accounts of the Lodge, timely file all reports required by federal, state and local governments, providing a copy of DOL Form LM and IRS Form 990 to the National Secretary Treasurer, and perform such other duties as pertain to his office.

### **Chairman Local Protective Committee**

Section 17. (a) The Chairman of the Protective Committee-Delegate shall appoint at the January meeting, immediately following the election in December, subject to approval of the Lodge, members of the Protective Committee.

(b) It shall be the duty of the Chairman of the Local Protective Committee to enforce the agreement extant between the Union and the employer, to receive and adjust grievances referred to him under the laws of the Union and to make a report of the disposition that has been made of those matters, with the approval of his Committee. He shall handle grievances of members within the Local in accordance with the procedure

Page 98  
Article 4, Section 17

prescribed in Article 12 of these Statutes.

(c) He is also charged with the duties to see that all laws, rules, regulations, and directives, of the National Union, are strictly enforced. He shall cooperate fully with National Union Officers in enforcing agreements. He shall keep the members of the Local fully informed on matters of legislative interest to the Union and to carry out the instructions of the National Legislative Director and the National President concerning these legislative issues. He shall perform such other duties as are prescribed in the National Union Constitution or By-Laws of the Local.

### **Board of Trustees**

Section 18. (a) The Board of Trustees shall provide a place for holding meetings, and shall exercise supervision over the finances and property of the Lodge. The compensation of officers and committee members for services rendered shall be recommended by the Board of Trustees, subject to approval by a majority vote of the members voting at a regular or special meeting of the Lodge. The Board of Trustees shall also consider and make recommendations to the Lodge on unusual or extraordinary expenses.

(b) The Board of Trustees shall audit the accounts of the Lodge at least once each year in the month of January, and the Chairman of the Board shall file with the National Secretary-Treasurer on or before February 15, a

Page 99  
Article 4, Section 18

certified audit signed by at least a majority of the members of the Board. Should the Board of Trustees fail to audit and file with the National Secretary-Treasurer a certified copy of the audit, as above provided, the

Lodge shall stand suspended until they have done so and the National Secretary-Treasurer will notify the Lodge. Between audits, the Board of Trustees is authorized to make periodic examination of the books and records of the financial officer. It shall also, through its Chairman, examine and if found correct, approve all bills presented for payment.

(c) It shall also be the duty of the Chairman of the Board of Trustees to preside at all meetings where the President, Vice President and Past President are absent.