

DUTIES OF THE SECRETARY-TREASURER

The Secretary-Treasurer shall perform all the duties imposed upon Local Union Secretary-Treasurers by the International Constitution and these Bylaws, and in general perform all duties incident to the office, and such other duties as from time to time may be assigned to him by the principal executive officer, the Local Union Executive Board, or the members by resolution. He shall see that all notices and reports shall be given in accordance with the provisions of the International Constitution and these Bylaws, or as required by law. He shall make, at least quarterly, a report including the assets and liabilities of the Local Union, and shall keep itemized records, showing the source of all monies received and spent, and shall keep records, vouchers, work sheets, books and accounts, and all resolutions to verify such report.

The Secretary-Treasurer, upon request of any member, shall make available to the member a copy of the last annual report. He shall also make available for inspection by any member or members at the Local Union's principal office, during regular business hours, any prior annual report and any other document which is subject by statute to such inspection, provided however if copying is desired by any members, the matter shall be submitted to the membership at the next scheduled meeting. Membership Lists may not be copied.

The Secretary-Treasurer shall have custody of the Local Union seal and the records of the proceedings of all meetings, of the Local Union and the Local Union Executive Board, as prepared by the Recording Secretary or such other person as is authorized to take such proceedings, and shall keep important documents, papers, correspondence, as well as files on contracts and agreements with employers. Upon the request of any person in writing, or made in person, to the Secretary-Treasurer during regular hours at the principal office, he shall provide one (1) copy of the collective bargaining agreement made by the Local Union with the employer of such person, if the person making such request establishes that he is an employee directly affected by such an agreement. The Secretary-Treasurer may require a receipt from such person. He shall also maintain, at the principal office of the Local Union, copies of agreements made or received by the organization, where another labour organization subordinate to the International Brotherhood of Teamsters has negotiated such a contract and the employees represented by this Local Union are directly affected by such agreement, which agreements shall be available for inspection by any member or by any employee who establishes that his rights are affected by such agreement, during the regular hours maintained at the principal office of the Local Union.

The Secretary-Treasurer shall keep a correct account of all monies paid to and paid out by the Local Union, and shall provide receipts for any dues, initiation fees or other fees, assessments or fines, or other monies received. The Local Union Secretary-Treasurer shall enter all receipts in the name of the Local Union, and shall deposit all monies in accordance with Article X, Section 9 of the International Constitution.

The Secretary-Treasurer must report the names and addresses of all new members coming into the Local Union to the General Secretary-Treasurer, and shall send to the General Secretary-Treasurer a revised list of the names and addresses of all members in good standing in the Local Union, on a current basis. Membership Lists shall not be open to inspection by any member, except as and to the extent required by law.

Whenever a Secretary-Treasurer's term of office expires, or is otherwise terminated, he must see that his successor is properly bonded, and a copy of the bond sent to the office of the General Secretary-Treasurer, before he transfers to his successor in office the funds, papers, documents, records, vouchers, worksheets, books, money and other property of the organization.

All such records, vouchers, worksheets, receipts, books, reports and documents shall be preserved and retained at the Local Union's principal office for a period of six years.

The Secretary-Treasurer shall provide each new member with a free copy of the International Constitution, upon request. The Secretary-Treasurer shall provide any member with a copy of the International Constitution and of these Bylaws.