



## Duties of the Local Chairperson

**(Note: This guide does not cover duties related to representation, but rather those pertaining to business operations related to LCA funds held at the Local level.)**

This is what the SMART Constitution says...

### Article Twenty-One B (21B) SECTION 48 – LOCAL FUNDS

*Each Local shall maintain a Local fund to pay the expenses of the Local, by levying Local dues on all in-service members. The amount of Local dues shall be established by the members present, voting by secret ballot, when the Local is organized.....*

*Each Local shall maintain a Local Committee fund to pay the cost of representation by the Local Committee of Adjustment by levying Local Committee dues, as established by the members present under its jurisdiction, voting by secret ballot, when the committee is established.*

*No change in Local Committee dues, the daily rate or salary established for Local Committeepersons, or the levying of a special assessment may be considered until such proposition has been read at one (1) regular or special meeting and all members working under the jurisdiction of the Local Committee have been notified of the proposition and date on which the proposition will be considered. Any proposition to change Local Committee dues, daily rate or salary of Local Committeepersons, or to levy a special assessment must be approved by a majority vote of the members working under the jurisdiction of the Local Committee involved, voting by secret ballot, who are in attendance when the proposition is considered. The effective date of any increase in Local, Local Committee of Adjustment dues, or special assessments must coincide with the requirements of any check off of Union Dues Agreement in effect.*

### Article Twenty-One B (21B) SECTION 49 – PAYMENT OF DUES AND ASSESSMENTS

*The Local Treasurer, in cooperation with the Local President and the Local Chairperson involved, will maintain a close check of the roster of members who are relieved from the payment of full dues and assessments under the provisions of this Section with a view towards avoiding the abuse of this privilege.*

### Article Twenty-One B (21B) SECTION 55 – TIME AND PLACE OF MEETING

*A Local shall hold at least one regular meeting each month at the time and place specified in its bylaws*

### Article Twenty-One B (21B) SECTION 57 – ELECTIONS IN LOCALS

*Local Officers, Committeepersons, Legislative Representatives and Delegates, upon leaving office must promptly transfer all property, funds, securities, equipment and other effects of their office to their successor.*

### Article Twenty-One B (21B) SECTION 81 – LOCAL COMMITTEES OF ADJUSTMENTS

*Each Local shall elect a Local Committee of Adjustment, consisting of a Chairperson, one or more Vice Chairpersons, and a Secretary....*

*When required, it shall be the duty of the Chairperson of the Local Committee of Adjustment to furnish the Treasurer of the Local and the interested General Chairpersons the names of nonmembers and members who have been taken out of service, or who have been returned to service. Additionally, the Chairperson of the Local Committee of Adjustment will assist in furnishing information to the Treasurer as to the names of employees working under the jurisdiction of his/her committee.*

*It shall be the duty of the Chairperson of the Local Committee of Adjustment to promptly handle claims and grievances when presented in accordance with Section 79. He/she shall be authorized to file claims and grievances including those where time has not been claimed, or where claims were incorrectly and/or improperly filed. He/she shall report on the handling of all claims and grievances at the next Local meeting.*

*Should the Local Chairperson fail to satisfactorily adjust any case presented, he/she may refer same to the General Chairperson with the complete facts and history of the case, including copies of correspondence exchanged with local officials.....*

*Compensation and expenses for members of the Local Committee shall be determined by the members of the Local under the jurisdiction of the Committee. The Local Committeeperson when authorized by the General Chairperson to perform service in connection with General Committee matters shall be compensated from the General Committee Fund.*

Putting the SMART Constitution into practice...

1. Have a basic understanding of fund accounting and how it is applied to Local and LCA funds.
2. Ensure Treasurer is providing a monthly report of LCA fund balance.
  - a. Including all receipts since last reported
  - b. Including all disbursements since last reported
  - c. Ensure that proper authority has been obtained and that the disbursement does not jeopardize the condition of the LCA fund.
  - d. Ensure balance does not fall below zero.
3. Assist the Local Treasurer and Local President involved in tracking which members qualify for Exempt (E49) Status.
  - a. Provide an update to the Local Treasurer on members' last day worked
  - b. Provide an update to the Local Treasurer on return-to-work dates.
  - c. The Treasurer is to read a roster of E-49 members at each meeting.
4. Communicate to Local Treasurer the names of employees working under your jurisdiction.
  - a. Work with Local Treasurer in making a smooth transition when transferring LCAs.
5. Local Chairperson is to promptly report handling of claims and grievances at the next Local meeting.
6. Make sure compensation and expenses have been properly approved by the members working under your jurisdiction.
  - a. Local Chairperson shall ensure salaries have been memorialized in monthly meeting minutes in accordance to Article 21B, Section 48
  - b. Local Chairperson shall familiarize themselves with memo regarding five (5) signatures when a quorum is not present at the meeting to approve bills of allowance. (See memo dated March 9, 1979, to Local 631)
7. Understand the two-meeting process as outlined in Article 21B, Section 48, and when to apply it.
  - a. When increasing or decreasing LCA dues
  - b. When increasing or decreasing the daily rate or salary established for LCA officers
  - c. When levying a special assessment
  - d. All the above MUST be approved by a majority vote of the members working under the jurisdiction of the Local Committee involved.
  - e. All the above must be voted by secret ballot, who are in attendance when the proposition is considered.
8. Upon leaving office, promptly transfer all property, funds, securities, equipment and other effects of their office to their successor.
9. Work with the Local Treasurer to develop and manage an annual budget each year. Take time periodically throughout the year to gauge where you are at. Budgeting tools are available on the S&T Tools section of the SMART TD website. Remember, budgets are tools not authority for disbursements.
10. If you are not comfortable with the answers you are getting from the Treasurer, then call the Field Audit & Support Department at SMART TD (216-228-9400) and ask what to do.

*"The LMRDA imposes a duty on union officers to manage the funds and property of the union solely for the benefit of the union in accordance with its constitution and bylaws."*