



Duties of the Local Secretary

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.

No change in Local dues, the daily rate or salary established for Local Officers or Legislative Representatives, 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 dues, daily rate or salary of Local Officers or Legislative Representatives, or to levy a special assessment must be approved by a majority vote of the members, voting by secret ballot, who are in attendance when the proposition is considered.

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

...It shall be the duty of the members to keep the Local Secretary and Treasurer advised of the current home address.

Article Twenty-One B (21B) SECTION 52 – REGISTERS

...Local Secretaries shall be responsible for the maintenance of accurate registers by their Local.

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

...The Local President shall call a special meeting, upon receipt of written request of five members in good standing, stating the purpose for which the meeting is requested. In the absence of the President, the meeting shall be called by the Vice President or Secretary...

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 63 – DUTIES OF THE LOCAL SECRETARY

The Secretary shall keep an accurate record of all proceedings, receive all communications, conduct the correspondence, and shall have charge of the seal and records of the Local. He/she shall notify all officers of their election or appointment and shall notify other Locals of action taken by his/her Local which might affect, interest, or concern them.

The Secretary shall notify the General Secretary-Treasurer of all changes in the time and place of meetings and prepare, sign, and affix the seal to all documents requiring his/her official signature as provided by the Constitution and bylaws of the Local.

He/she shall see that all notices required regarding elections and levying of assessments are sent in accordance with Article Twenty-One B (21B). The Secretary shall perform the duties of the Treasurer in Locals that do not provide for the separation of the offices of Secretary and Treasurer and shall, with the President and Treasurer, file all reports required by Federal, State, or local laws.

Putting the SMART Constitution into practice...

- Keep an accurate record of all proceedings (meeting minutes)
 - All motions must be recorded, as well as who seconded, amended, etc., and the results of any/all associated votes. (See Guide to Properly Recording Disbursements in Meeting Minutes)
 - **Provide copy of the minutes to the Treasurer so that disbursements can be made accordingly.**
 - Sign and seal approved minutes.
 - Minutes must be kept on file permanently.
- Receive all communications and draft correspondence for the Local
- Have charge of the records of the Local
 - understand what records must be kept and for how long
 - keep an inventory of records that includes where or with whom certain records are stored
 - help transfer records/assets from those leaving office to those taking office
 - maintain a record disposal schedule
- Notify all officers of their election, this includes the SMART TD office. Use the report of elections form.
- Notify other Locals of action taken which might affect, interest or concern them.
- Update the SMART TD office with changes in the time/location of meetings
- Ensure that all notices regarding elections, levying of assessments, changes in dues and meeting info is posted in a timely manner and in compliance with the SMART Constitution and Department of Labor (DOL) regulations
 - A timely manner is interpreted to mean at least
 - 5 days notice for a special meeting
 - 10 days notice for nominations
 - 10 days notice prior to the second meeting as outline in Article 21B, Section 48.
 - Take a photo of the posted notice with evidence of the date as documented proof
- If the office is separate from the Local Treasurer, work with the Treasurer and President to file all reports as required by Federal, State or Local laws
- Receive updates to members' addresses, employer and contact information and update the necessary records
- Make sure an accurate attendance is taken at each Local meeting that allows each member to sign-in. Keep track of the meeting attendance records.
- Carry out duties related to elections in locals in accordance with the SMART Constitution and DOL regulations
 - Receive nominations for elections
 - Prepare ballots
 - Arrange the post office box
 - Prepare a list of eligible voters
 - Maintain election records

This what the Department of Labor says about a Local officer's role...

"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."