

ARTICLE C**DUTIES OF LOCAL LODGE OFFICERS****President**

1 SEC. 1. The president shall preside at all meetings
2 of the L.L.; decide all questions or disputes not con-
3 trolled by laws of the I.A.M.; countersign orders and
4 checks properly drawn on or by the S.T.; appoint com-
5 mittees not otherwise provided for; appoint an educa-
6 tor and a communicator; administer the obligation to
7 new members; enforce the laws of the I.A.M. applica-
8 ble to L.Ls. and members; and perform such other du-
9 ties as may be required by this Constitution and, in
10 case of a tie, shall cast the deciding vote.

Vice President

11 SEC. 2. The vice president shall see that all people
12 entering the L.L. room are members; see that all prop-
13 erty of the L.L. has proper care and assist the president
14 in maintaining order; preside at all meetings in the ab-
15 sence of the president; shall, in the absence of the pres-
16 ident, be authorized to sign vouchers, checks, and
17 other documents in his/her place and stead, subject to
18 approval of the L.L.; and in case of death, removal, or
19 resignation of the president, shall become president
20 and serve as such until after the next regular election
21 and installation of the successor in office.

Recording Secretary

1 SEC. 3. The R.S. shall conduct correspondence for,
2 and in the name of the L.L.; present all communica-
3 tions and bills to the L.L.; and deliver such bills to and
4 for the files of the S.T.; draw all orders on the S.T.
5 when passed by the L.L. and attest the same by
6 properly signing and attaching the seal of the L.L.
7 thereto; prepare and sign all credentials of delegates
8 and alternate delegates to conventions of the G.L. and
9 forward duplicates thereof to the G.S.T.; keep minutes
10 of the L.L. meetings; and perform such other duties as
11 are required by this Constitution.

Secretary-Treasurer

12 SEC. 4. The S.T. of L.Ls. that are not affiliated with
13 a D.L. shall perform all of the functions hereinafter
14 enumerated. S.Ts. of L.Ls. that are affiliated with a
15 D.L. shall perform only those functions not performed
16 by the D.L. S.T.

17 The S.T. shall perform the following duties. He/She
18 shall receive and deposit all funds of the L.L. in a bank
19 of sound financial standing in the name of the L.L.;
20 pay all properly authorized automatic payments or all
21 properly drawn orders by check, which checks shall be
22 countersigned by the president of the L.L., but shall
23 not draw any checks in violation of SEC. 3 of this Art.
24 The S.T. shall collect all dues, fines, assessments and
25 all monies from any source for the benefit of the L.L.;
26 keep a systematic account of all disbursements in such
27 a way as to show the balance of cash on hand at the
28 close of each meeting of the L.L.; file all receipted
29 bills; keep a correct account between the lodge and its

1 members; and submit the books to the auditing com-
2 mittee of the L.L. semiannually (at the close of June
3 and December).

4 At the end of each month, the S.T. shall complete
5 the monthly report and submit it to the G.S.T., and re-
6 mit an amount equal to the per capita tax called for by
7 the report. The monthly report shall include a correct
8 statement of the number of members on the books of
9 the L.L. and shall set forth in detail all additions made
10 and subtractions from the membership roll, together
11 with a list of members who have been expelled.

12 A L.L. may computerize the financial record keep-
13 ing functions, provided the L.L. owns or leases its
14 equipment. Before eliminating a manual system, the
15 office of the G.S.T. and the financial officer of the L.L.
16 must meet to determine that the anticipated system
17 will produce the necessary reports for the I.A.M. au-
18 dits and any required government reports.

19 In reporting people whose membership is cancelled
20 on the rolls, the report shall show whether there are
21 any unpaid fines or D.L. assessments charged against
22 the person's account. Unless the report states other-
23 wise, the cause for such cancellation of membership
24 shall be considered to be the nonpayment of dues and
25 they may be again reinstated as provided for in SEC.
26 15, Art. I.

27 The S.T. shall receive from the G.S.T. dues stamps
28 in proportion to the per capita tax paid upon each
29 monthly report.

30 **Monies collected by S.Ts. on behalf of the G.L.,**
31 **as indicated on monthly reports, shall be used for**
32 **no other purpose and must accompany the report.**

1 S.T.s receiving dues from members working under
2 the jurisdiction of another L.L. shall immediately no-
3 tify the secretary of the L.L. under whose jurisdiction
4 the member is working, with full particulars as to
5 name, card number, etc.

6 The S.T., effective January 1, 1961, and currently
7 each month thereafter, shall remit to the G.S.T. the
8 pension contributions as may be required by Art. XIV.

Transfers

9 SEC. 5. When accepting members by transfer, the
10 S.T. shall enter the date and particulars of such transfer
11 in the member's dues book and shall report the same
12 to the G.S.T.

13 If a member of a machinists' helpers L.L. transfers
14 and reclassifies as an apprentice in a machinists L.L.,
15 that fact should be stated in the notice provided for in
16 this Sec.

Monthly Reports to the Grand Lodge

17 SEC. 6. Upon the receipt of reinstatement or initia-
18 tion fees, or dues, the S.T. shall place the regular
19 stamps received from the G.L. for that purpose in the
20 dues book of the member making the payment, and
21 shall cancel the stamps with the regulation canceling
22 stamp, showing date of payment and L.L. number.

23 The report of the S.T. shall be signed by the presi-
24 dent of the L.L., bear the impression of the L.L. seal
25 and shall be forwarded to the G.S.T. immediately after
26 the close of the month's business. A check to cover the
27 monthly report of the L.L. must accompany the report.
28 Should the report of the S.T. fail to reach the G.S.T.
29 before the expiration of the month following the

1 month reported, the G.S.T. shall thereupon notify the
2 president of such L.L. of its suspension.

Auditors

3 SEC. 7. There shall be an auditing committee of 3.
4 They shall be nominated and elected by the L.L., at the
5 same time L.L. officer elections are held and for the
6 same term. Officers of the L.L. and elected Executive
7 Board members are not eligible for election as mem-
8 bers of the committee.

9 The committee shall semiannually (at the close of
10 June and December), proceed with the work of exam-
11 ining the books and accounts of the L.L. for the pre-
12 ceding period. They shall call on the S.T. for the
13 duplicate financial statement, from which they shall
14 proceed to take off a statement of the stamps used dur-
15 ing the term they are about to examine, and tabulate
16 the same on forms furnished by the G.S.T.

17 The auditing committee shall render its report on a
18 form furnished for that purpose by the G.S.T., and send
19 a copy to the G.L. The report of the committee must
20 be countersigned by the trustees of the L.L. Should 1
21 or more of the auditors fail to be in attendance, the
22 trustees shall proceed with the work as though all of
23 the committee were present.

24 A L.L. may at its discretion employ a certified pub-
25 lic accountant to audit or assist the auditing committee
26 in auditing the books. However, no such accountant
27 shall be permitted to develop bookkeeping procedures
28 in the lodge contrary to provisions of this Constitution
29 or policies established by G.L. for handling this work.

Trustees

1 SEC. 8. The board of trustees shall have charge of
2 all property belonging to the L.L.; shall see that all of
3 the books are properly kept, and at the time of the semi-
4 annual audit shall assist the auditing committee in the
5 examination of all books and accounts and verify the
6 report of the auditing committee by attaching their sig-
7 natures thereto. Should the work of auditing the books
8 of the L.L. be delayed on account of the failure of 1 or
9 more of the trustees to be in attendance, the auditors
10 shall proceed to carry on the work in the same manner
11 as though all of the trustees were present. The trustees
12 shall be liable to the G.L. for all funds and other prop-
13 erty of the L.L. under their control.

Conductor-Sentinel

14 SEC. 9. The conductor-sentinel shall examine all
15 people present prior to the opening of all meetings of
16 the L.L. for the purpose of ascertaining whether any
17 are in attendance who are not entitled to remain, and
18 shall report to the president all those present who are
19 in arrears for dues. The conductor-sentinel shall an-
20 swer all alarms at the door, report the same, and admit
21 all who are entitled to admission.

Salaries

22 SEC. 10. In no case shall the salaries of L.L. offic-
23 ers be paid by dues stamps, but all such payments shall
24 be made by check.

Bonding

1 SEC. 11. L.Ls. shall obtain bonds in compliance
2 with the provisions of SEC. 6, Art. VII.

Execution and Filing of Financial and Other Reports Required by Civil Law

3 SEC. 12. The president, R.S. and S.T. of each L.L.
4 shall execute and cause to be filed all financial and
5 other reports on behalf of the L.L. which may be re-
6 quired by applicable civil law to be prepared and
7 signed by presidents, secretaries, and/or S.Ts. of local
8 unions, unless such duties are performed by the D.L.
9 S.T. Such L.L. officers shall also make available the
10 information contained in such reports to the member-
11 ship of their L.L. in such form and manner as shall
12 constitute compliance with legal requirements. The
13 R.S. and S.T. shall also maintain records on the matters
14 required to be contained in said reports in such detail
15 and for the periods required by applicable law.