FINANCIAL RULES AND REGULATIONS FOR CWA LOCAL 7076

GENERAL:

A. New rules may be adopted or the present rules may be changed by a majority of the members present at a membership meeting provided the proposed new rule was introduced at a previous membership meeting

B. Motions (except Executive Board recommendations) which result in a financial outlay from the Local treasury, shall automatically be referred to the Local Executive Board for study and recommendations. All such referred questions shall be put to the membership for a vote at the next scheduled regular membership meeting. In the event there is not a quorum for membership meeting, the recommendations of the Executive Board will stand.

FINANCIAL POLICY

A. Local financial records: Local financial records of expenditures shall be maintained in the local files. All expenditures that have been paid shall be separated and filed on a monthly basis. Financial records shall include monthly expenditures, journal/ledgers, check book stubs, bank statements and copies of local monthly financial report. These records shall be maintained for a period of five (5) years and remain at the local except when taken for a formal audit by an E-board approved outside party.

B. Authorized expenditures: Authorized expenditures are those which are reflected in specific line items of the Local Budget, this Policy, or those other expenditures,
which have been approved, in advance, by the membership of the Local. All transactions shall be made by check. All checks shall bear 2 signatures of the Executive Officers (President, Executive Vice President, Secretary and Treasurer). The Treasurer shall prepare for approval and signature checks that are to be drawn on the Local Treasury. All expenditures must be authorized and submitted on the appropriate voucher.

C. Administrative Expenditures: Administrative expenditures are those such as, but not limited to rent, telephone, supplies, taxes, affiliation dues which are normal and customary to the operation of the Local Union.

1. Cell Phones-The Local will reimburse no more than $60 per month for any officers who regularly use the phone in the course of Local business.

2. CWA Local 7076 will be affiliated with all AFLCIO State Councils and Local Councils.

D. Personal Expenditures: Local representatives who have incurred personal expenses for purchasing authorized union expenditures shall be reimbursed such expenses. These expenditures must be properly submitted on a local Expense Voucher (H-100) with the proper receipts attached to support the expenditures.

E. Out of town expenses: When Local representatives are authorized to attend conventions, conferences, and meetings, only the following expenses shall be authorized to be paid:

1. Income: The representatives’ actual lost income missed due to attending the meeting.
2. Lodging and Per diem: The representatives’ actual expense (receipt required) incurred for hotel accommodations. Representatives will be paid the IRS per diem rates for lodging and meals. In the event the local makes and pays for hotel arrangements, the per diem rate will be restricted to the meal and miscellaneous portion only.

3. Transportation: The representative shall receive mileage in the amount currently allowed by the Internal Revenue Service per mile or actual expense (receipt required) for commercial travel. Commercial travel can include rental cars if total cost, including IRS mileage rates, is the lower amount. Mileage will be computed by map mileage using the most direct routes. Exceptions to this rule can only be authorized by the President or Executive Vice-President.

4. Per Diem: Local representatives shall receive $40. for meals and miscellaneous for each 24-hour period.

F. Responsibility for Travel arrangements: All Officers shall be responsible for making arrangements for incidental travel. The Secretary or Treasurer shall be responsible for making arrangements for all Representative authorized to attend out of state conventions, conferences, and meetings which involve more than one Local Representative.

G. Cash Advances for Travel: Checks covering anticipated expenses excluding lost income shall be provided to local representatives authorized to conduct union business. All advances for expenses must be submitted on a voucher and the
INCOME AND ALLOWANCES FOR LOCAL OFFICERS, CHIEF STEWARDS, AND COMMITTEE CHAIRS

A. Monthly allowances shall be paid in accordance with the following schedule:

1. President-$300
2. Executive Vice President-$300
3. Secretary and Treasurer-$150
4. Vice Presidents-$100
5. Chief Stewards-$50

B. Since this allowance is intended to offset expenses incurred during the performance of their duties, the Executive Board may withhold allowances from that individual representative when it is determined that their duties are not being performed.

C. All allowance vouchers must be current and no allowances will be paid if more than 90 days old.

D. Lost income will be paid in the following manner based on the employees normal work schedules.

1. Local Officers. Shall be allowed Local paid time for performance of duties outlined in the local bylaws. This includes days set aside to
meet as the Executive Board. Additional time may only be granted upon prior approval of the President.

2. Chief Stewards and Stewards. May be granted paid Union time only with prior approval of the E-Board or President.

3. Committees: May be granted paid Union time only with prior approval of the E-board or Officer Chair of Committee.

4. Staff-Staff may be hired to perform other miscellaneous duties and be paid accordingly. The E-board will determine the rate of pay.

5. International grants and support-In the case the local receives a grant from the International Union or other organizations for a program which they will be paying the local, the International and Local shall determine wages to be paid.

6. Lost Accruals--Local Officers, Chief Stewards, Stewards and Members shall be paid for lost accruals for sick leave, annual leave, retirement that they lose while on leave without pay for union business. The percentage will be added to the employees’ compensation for each hour of leave their accruals are affected.

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