

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 or 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 of greater than \$5,000.00 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 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 reports. These records shall be maintained for a period of five (5) years and remain at the local except when taken for formal audit by an Executive 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 or credit card. All checks shall bear two (2) signatures of the Executive Officers (President, 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 and approved by bonded agent of the local.
- 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: Officers and Chief Stewards using a shared plan will receive the allotted \$60.00 reimbursement unless the total bill is less than \$60.00.
 - 2. Data Plan: Officers and Chief Stewards shall receive up to \$40.00 a month to reimburse them for their data plan.
 - 3. CWA Local 7076 will be affiliated with all AFL-CIO 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, along 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: 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. If travel consists of more than six (6) hours on the first and last day, the representative is entitled to full per diem for those two (2) days.
 3. Transportation: **Officers traveling to attend union business shall make every effort to car pool when possible. In the event carpooling is not an option the attendee shall be reimbursed IRS per diem rates for miles traveled.**
- 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 Representatives authorized to attend all conventions, conferences, and meetings which involve more than one Local Representative. Failure to attend conventions or conferences without prior notice will result in attendee being responsible for all non-reimbursable travel cost.
- 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 proper receipts shall be given to the Treasurer at the conclusion of the Union Business.

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: \$300.00
 2. Executive Vice President: \$300.00
 3. Secretary: \$150.00
 4. Treasurer: \$150.00
 5. Vice Presidents: \$100.00
 6. Chief Stewards: \$50.00

- B. Since this allowance is intended to off-set 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 ninety (90) days old.
- D. Lost income will be paid in the following manner based on the employees normal work schedule:
 - 1. Local Officers shall be allowed Local paid time for performance of duties outlined in the Local By-laws. 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 Executive Board or the President.
 - 3. Committee Members may be granted paid Union time only with prior approval of the Office Chair of Committee (with the approval of the President).
 - 4. Staff may be hired to perform other miscellaneous duties and be paid accordingly. The Executive Board will determine the rate of pay.
 - 5. International Grants and Support: In the case the Local receives a grant from the International 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 and annual leave lost while on Leave Without Pay for Union business when submitted. The percentage will be added to the employees' compensation for each hour of leave their accruals are affected.

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