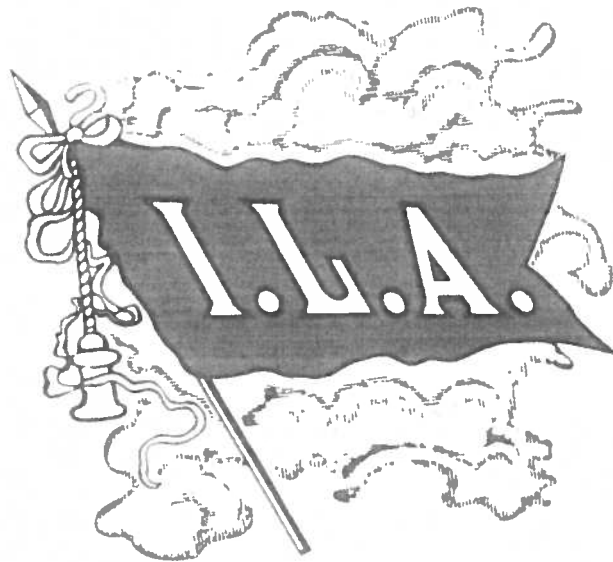


International Longshoremen's Association



Local Union Officer Manual

Updated February 2022



INTERNATIONAL LONGSHOREMEN'S ASSOCIATION

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Harold J. Daggett
President

Dear ILA Local Officers:

The ILA has created this manual, which is being sent to you in digital form, to help you as a local officer. The duties and responsibilities of a local officer can sometimes seem overwhelming. You need to be aware of important rules that are in the ILA Constitution, your District's Constitution, your local by-laws, as well as federal and state laws.

This manual can help. It will provide you with a basic outline of a local officer's duties and responsibilities. If you have any questions about anything in this manual, you should contact your District Vice-President or your ILA Vice-President and they will make sure that you get an answer. For a list of the current officers, please visit the ILA website at <https://ilaunion.org/>.

Fraternally yours,

Harold J. Daggett
President

6

cc: Mr. Stephen Knott, Sec.-Treas., ILA
Mr. Dennis A. Daggett, Exec. Vice-Pres., ILA
Mr. Wilbert Rowell, Gen. Vice-Pres., ILA
Mr. John D. Baker, Gen. Org., ILA
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TABLE OF CONTENTS

| | |
|--|----|
| PART I. ILA..... | 1 |
| A. Organizational Structure | 1 |
| B. Constitution..... | 1 |
| C. ILA on the Web | 1 |
| PART II. LOCAL UNION OFFICER RESPONSIBILITIES—FEDERAL LAW, ILA CONSTITUTION, AND LOCAL BYLAWS | 2 |
| A. Sources of Local Officers’ Fiduciary Responsibilities | 2 |
| B. Labor Management Reporting and Disclosure Act (LMRDA) | 2 |
| C. ILA Constitution | 3 |
| E. Local Bylaws and Local Policies..... | 3 |
| PART III. FINANCIAL MATTERS | 4 |
| A. Safeguarding Union Funds and Assets | 4 |
| B. Authorization, Documentation, and Explanation of Expenditures | 4 |
| C. Local Union Credit Cards | 5 |
| D. Reimbursed Expenses | 5 |
| 1. Adopting a Reimbursed Expense Policy | 5 |
| 2. Establishing What Documentation is Required to Approve Payment | 5 |
| E. Bank Accounts | 6 |
| F. Bonding..... | 6 |
| PART IV. RECORDKEEPING | 7 |
| A. DOL Guidance | 7 |
| 1. Types of Records to Retain | 7 |
| 2. Checklist of Documents | 7 |
| 3. Election Records..... | 8 |
| 4. IRS Guidelines | 9 |
| PART V. MEETINGS | 10 |
| A. Executive Board Meetings..... | 10 |
| B. Membership Meetings | 10 |
| C. Minutes | 10 |
| D. Local Union Bylaws | 12 |
| 1. Amendments..... | 12 |

| | |
|---|----|
| PART VI. NOMINATIONS AND ELECTIONS..... | 13 |
| A. Overview..... | 13 |
| 1. Nominations | 13 |
| 2. Campaign Guidelines | 13 |
| 3. Election Preparations..... | 14 |
| 4. Polling Place Procedures | 14 |
| 5. Ballot Tally..... | 15 |
| 6. Post-Election Activity | 15 |
| PART VII. INTERNAL UNION TRIALS AND APPEALS..... | 16 |
| A. ILA Constitution—Article XVIII | 16 |
| 1. Charges..... | 16 |
| B. Appeals | 16 |
| C. Common Problems Involving Local Trial Procedures | 17 |
| 1. Procedural Problems..... | 17 |
| PART VIII. FEDERAL FILINGS | 18 |
| A. LM Reports | 18 |
| 1. Type of Form Required | 18 |
| 2. How to File..... | 18 |
| 3. Amendment of Bylaws..... | 18 |
| B. IRS Form 990..... | 18 |
| C. Payroll Taxes | 19 |
| PART IX. INSURANCE..... | 20 |
| A. Union Liability Insurance | 20 |
| B. Commercial Package Policy | 20 |
| C. Cyber Liability Insurance | 20 |
| D. Workers' Compensation Insurance..... | 20 |
| E. Business Automobile Insurance..... | 21 |
| F. Umbrella/Excess Insurance..... | 21 |

PART I. ILA

A. Organizational Structure

CONVENTION

As its name suggests, the ILA's Quadrennial Convention is held every four years. On occasion, a Special Convention may be called outside the four-year schedule by a majority vote of the Executive Council. Either way, the ILA Convention is the highest governing authority of the ILA. Delegates, officers, and invited guests attend the ILA Convention. In order to participate in the election of officers, delegates to the Convention must be elected by a secret ballot election in their local. Local unions are entitled to the number of delegates determined by their membership strength as specified in Article VI of the ILA Constitution. Convention decisions are final and binding upon the members of the ILA. Convention action can be changed only by a later Convention (including a Special Convention) or by a referendum of the membership.

The Convention has the power to:

- Interpret and amend the Constitution;
- Elect the International President, the ILA Executive Officers, and the ILA Vice Presidents;
- Consider amendments to the Constitution;
- Consider resolutions;
- Establish International dues; and
- Establish the policies to be followed by the Union.

B. Constitution

The ILA Constitution sets forth the rules by which the ILA conducts its business. Copies of the Constitution may be downloaded at <https://ilaunion.org/>.

ILA on the Web

<https://ilaunion.org/>

The ILA's website at <https://ilaunion.org/> is updated with the latest news and information that concerns the ILA. The website contains links to the ILA Constitution, Convention Proceedings, contracts, reports, forms, and other materials.

PART II. LOCAL UNION OFFICER RESPONSIBILITIES—FEDERAL LAW, ILA CONSTITUTION, AND LOCAL BYLAWS

In order to understand your responsibilities as an officer, it is important to be aware of the laws and rules that affect you.

A. Sources of a Local Officer's Fiduciary Responsibilities

Every local officer stands in a fiduciary position with respect to the Union and its members. Generally, a local officer's fiduciary responsibilities require an officer to hold the assets of the local in trust, to see that the local's money is spent only for proper purposes and to account for all expenditures of the local's assets. The sources of that fiduciary obligation are the:

- Labor Management Reporting and Disclosure Act (LMRDA)
- ILA Constitution
- Local Bylaws and Local Policies

B. Labor Management Reporting and Disclosure Act (LMRDA)

The LMRDA regulates the internal workings of a union. The LMRDA is a federal law that provides union members with certain rights and is intended to promote democratic procedures within unions. (29 U.S.C. §§401, *et seq.*). The primary governmental agency responsible for enforcing the LMRDA is the United States Department of Labor (DOL).

The LMRDA is the federal law that will most affect your day-to-day work as a union officer. The LMRDA regulates the financial and fiduciary responsibilities of union officers; union discipline; internal union hearings; elections of union officers; the annual LM reports filed with the DOL; and the retention of union records;

The LMRDA provides that "officers, agents, shop stewards, and the other representatives of a labor organization," occupy positions of trust in relation to the union and its members and imposes obligations on such persons. An officer of a Local is required:

- To hold its money and property solely for the benefit of the union and its members;
- To manage, invest and expend the union's money and property in accordance with its constitution and bylaws and any resolutions of the governing bodies;

- To refrain from dealing with the union as an adverse party in any manner connected with his or her duties; and
- To refrain from holding or acquiring any pecuniary or personal interest which conflicts with the interests of the union.

C. ILA Constitution

Even though there are many outside laws that affect the ILA, the ILA remains at its core an independent and self-governing organization. The most important documents that will govern your role as an officer is the ILA Constitution and Local Bylaws. The ILA Constitution is the primary governing document of the ILA. The ILA Constitution complies with all federal laws and regulations. Consequently, if you comply with the ILA Constitution, then you are acting consistent with the law as well. An up-to-date copy of the ILA Constitution is available on the ILA's website at <https://ilaunion.org/>.

D. District Constitution

The ILA is divided into two geographic districts: the Atlantic Coast District, which embraces every port north of Cape Hatteras, including all Canadian ports along the Atlantic seacoast, and all the ports of Puerto Rico and all ports on the Great Lakes and tributary waters; and the South Atlantic & Gulf Coast District, which embraces every port south of Cape Hatteras along the South Atlantic and Gulf Coasts.

In addition to the ILA Constitution, each district (Atlantic Coast District and the South Atlantic & Gulf Coast District) has its own bylaws that governs the local unions within the district.

E. Local Bylaws and Local Policies

In accordance with Article XII, Section 5, of the ILA Constitution, all local unions must adopt bylaws. Local bylaws usually add specifics to the rules outlined in the ILA Constitution. All local bylaws must be in compliance with the ILA Constitution, the district constitution, and federal law. If a provision of a local union's bylaws conflicts with any of these authorities, that provision is void. In addition to its bylaws, a local may also have established policies or rules concerning the financial administration of the local.

PART III. FINANCIAL MATTERS

A. Safeguarding Union Funds and Assets

Under the LMRDA, you and your fellow officers have a duty to manage the funds and property of the union solely for the benefit of the union in accordance with its bylaws. A union may not loan money to any officer or employee that exceeds \$2,000 at any time. You and your fellow officers should be careful any time you are spending union money. Suggestions are below.

Suggestions

- Local unions should use a system to ensure that one person is not solely responsible for all financial transactions.
- No signature stamp should be used.
- Local bylaws should require that all checks be signed by two officers. This is also a recommendation of the United States Department of Labor and most auditors.
- All receipts and income should be recorded.
- The union should maintain records showing the dues-payment status of each member. (This will be important when determining whether the member is in good standing.) If a member falls behind on dues, the local should make an effort to collect consistent with the procedure set forth in the ILA Constitution.
- All expenditures and payments must be authorized in accordance with the local union's bylaws.
- The union should remove any former officers' names from union bank accounts.
- The union should conduct an inventory of union assets to determine if they match prior inventory and union records of purchases and sales.

B. Authorization, Documentation, and Explanation of Expenditures

All expenditures must be authorized. That authorization should be documented. Also, expenditures must have some explanation in writing. No disbursement should be made without authorization. Authorization may be made by the bylaws, or by a motion passed at a membership or executive board meeting. Payments must have supporting documentation such as receipts or bills.

Officer and employee salaries, allowances, and expenses should be documented. For example, if the salaries, allowances, and expenses are set during a membership meeting, the minutes of the meeting should reflect that action.

IMPORTANT: The ILA Constitution requires that salaries of local union officers be fixed by the membership.

C. Local Union Credit Cards

Credit cards are the leading cause of locals getting into financial and legal difficulties. For those locals who currently issue credit cards in the local's name, we recommend the following steps to protect the Local and yourself.

1. Inform local officers on the proper use of the local's credit card.
2. Do not activate the cash-withdrawing feature of the credit card (usually with PIN).
3. Require officers to submit credit card expense reports.
4. Do not use debit cards.

D. Reimbursed Expenses

When an officer, employee, or member of a local union incurs an expense while conducting union business, whether while traveling or not, the union needs to reimburse those expenses in a consistent way. An expense form should be used by individuals to get reimbursement for authorized expenses incurred in the course of union business. Expenses should be turned in with a proper explanation which supports reimbursement.

Also, remember that reimbursed expense payments must be reported on the local union's annual LM report.

1. Adopting a Reimbursed Expense Policy

- The policy should specify exactly who is eligible to incur expenses that can be reimbursed. It may be officers or employees or in some cases members, but the incurred expense has to be related to union business.
- The best way to deal with expenses is to reimburse them after they are incurred. *Per diem* allowances or travel allowances are not recommended.
- Expenses should be limited to those incurred for union business, even while traveling. For example, valid travel expenses include fare, lodging, meals, transportation, and any additional expenses related to union business. Personal expenses should **not** be reimbursed just because they were incurred while traveling.

2. Establishing What Documentation is Required to Approve Payment

A receipt is required for all expenses. Mileage expense reimbursements should list the destination and the purpose of each trip. Requests for reimbursements for meals should include the reason for the meal and the names of all attendees. The expense claim should refer to a specific union business or purpose. The authorization for reimbursement should be in writing. Local unions may wish to use an expense form to obtain the required information.

E. Bank Accounts

Bank accounts and certificates of deposits should be in the name of the Local.

Local union funds should be disbursed only by check or electronic funds transfer. Always mark an invoice, statement, or bill "paid," date it, and put the number of the check issued for payment. This will safeguard against double payments.

F. Bonding

All officers and employees of unions with property and annual receipts of more than \$5,000 must be bonded if they handle union funds or property. This means the union must purchase a surety bond. Handling funds is not limited to physical contact with money.

The minimum bonding amount for each covered officer or employee is 10% of the funds handled by the individual and his or her predecessor, if any, during the preceding fiscal year. For example, a person who receives dues from members is considered to be handling union funds. Also, anyone who has check-signing authority handles union funds even though the person may never have physical contact with the funds. The maximum bond amount that the law requires is \$500,000. For a new local union, the bond must be at least \$1,000.

The bond must be one specifically designed for labor organizations. A corporate dishonesty bond is **not** sufficient. Specifically, the bond must provide protection against financial loss arising from fraudulent or dishonest acts, including larceny, theft, and embezzlement. The required bond must be obtained from a company on the United States Department of the Treasury's list of approved bonding companies. The bond must **not** have a deductible. Officers must confirm that the union's bond covers losses due to fraud or dishonesty by each bonded person directly or through connivance with others.

Bonds can be tricky; so if you have any questions, do not hesitate to reach out to your ILA or District Vice President. He can get you answers and help.

PART IV. RECORDKEEPING

It is very important that local unions maintain records to comply with federal laws, such as the LMRDA and the Internal Revenue Code, to serve as a reference for future officers, and to document actions of the local union officers.

A. DOL Guidance

The DOL enforces certain provisions of the LMRDA, including reporting and disclosure requirements for unions. According to the DOL, unions must maintain financial records and other related records that clarify or verify any report filed with the DOL. Most commonly, these reports are the LM-2, LM-3, and LM-4. The president and secretary-treasurer must ensure that the local union maintains adequate records. The DOL requires local unions to retain all records used to prepare the report for **5 years** after a report is filed.

1. Types of Records to Retain

In general, local unions should retain all records used in the normal course of doing business. This includes both paper and electronic records. Although it is not an exhaustive list, the following are examples of records local unions should retain:

- Receipts and disbursement journals
- Cancelled checks
- Bank statements
- Dues collection receipts
- Employer checkoff statements
- Per capita reports
- Vendor invoices
- Payroll records
- Credit card statements and itemized receipts for each credit card charge
- Vouchers for union expenditures
- Internal union financial reports and statements
- Minutes of membership and executive board meetings
- Fixed assets inventory

2. Checklist of Documents

When you take office, review this list to make certain that you have the following documents. Make them part of your permanent records. Some of these items may not apply to your local.

ILA Constitution
Local Union Bylaws
Local Union Employer Identification Numbers
Local Union LMSA File Number with the Department of Labor
Copy of the Tax Exemption IRS Letter
Local Union Checkbook(s)
Local Union Savings Account(s)
Money Market Certificates
Key to Local Safety Deposit Box
Fixed Asset Inventory

Insurance Policies:

Workers Compensation
Casualty and Liability
Fidelity Bond
Copy of the Mortgage/Lease
Department of Labor Reports (either LM-2, LM-3 or LM-4's)
All State and Local Tax Bills and Receipts of Payments

3. Election Records

All election records must be preserved for one (1) year after the election by the election official designated in the local union's bylaws. If no official is designated, the records should be maintained by the Recording Secretary. The following records should be maintained:

- Membership and eligibility lists
- Copies of nomination and election notices
- Voting instructions
- Tally sheets
- Marked, challenged, and unused ballots

4. IRS Guidelines

In general, the IRS requires unions to maintain records that are material in filing annual financial reports for seven years. A list of the records and the required retention period is below. Local unions should consult a certified public accountant for specific advice regarding the IRS document retention requirements.

SUGGESTED RECORDS RETENTION SCHEDULE

| DOCUMENT | RETENTION PERIOD |
|---|------------------|
| Annual financial reports | Permanently |
| Arbitration awards | Permanently |
| Bank statements | 7 years |
| Cancelled checks, receipts, bills | 7 years |
| Charter | Permanently |
| Collective bargaining agreements, Letters of Agreement, Memoranda of Understanding, Memoranda of Agreement etc. | Permanently |
| Court orders | Permanently |
| Deeds and titles | Permanently |
| Expense reports | 7 years |
| Insurance policies | Permanently |
| Membership meeting minutes | Permanently |
| NLRB Recognition/Certification | Permanently |
| Tax Returns | Permanently |

PART V. MEETINGS

The local union president is ultimately responsible for the conduct of all local business. The president should plan and chair membership and executive board meetings. Membership meetings and executive board meetings should be held at regular intervals in accordance with the local's bylaws.

A. Executive Board Meetings

The local union president usually sets the agenda for executive board meetings. Meetings may cover the following topics:

- Approval of previous meeting minutes
- Reports of officers
- Approval for payment of bills
- New business

B. Membership Meetings

Membership meetings should follow the order of business stated in the local union's bylaws. Typically, the order of business is as follows:

- Call to order
 - The presiding officer, usually the president, calls the meeting to order.
- Roll call of officers
- Reading of minutes of previous meeting
 - The minutes are read to correct any errors and to inform members who were absent of the business transacted at the last meeting. Corrections may be made at any member's request. If there is a difference of opinion, the matter should be settled by a vote of the membership. After any corrections are made, the presiding officer takes a vote of the members present to approve the minutes.
- Officer reports
 - These reports may include reports regarding matters that have come to officers' attention since the last meeting.
- Committee reports
- New business
- Adjournment

C. Minutes

Minutes should be taken at all local union meetings. Minutes are intended to capture accurately what occurred at meetings and to document motions and approvals. Minutes

should neither be a transcript of a meeting, nor should they be overly brief. Instead, they should document action items and include language that protects the local union in the future.

Minutes should be maintained in a book or binder. Minutes for different types of meetings should be kept in different binders. For example, executive board meeting minutes should be kept in a separate book or binder from membership meeting minutes. If a correction to the minutes is made at the next meeting, the recording secretary should write the correction at the end of the minutes and should initial the correction.

In general, minutes should include the following:

- Kind of meeting (e.g. regular, special, executive board)
- Date and time of meeting
- Place of meeting
- Chair of meeting
- Roll call of officers with absentees noted
- Action taken on minutes of last meeting
- Brief summary of reports of committees, officers, and others. The minutes should reflect what action, if any, was taken on each report.
- Wording of every motion and action taken that comes to a vote must be included along with a note explaining whether the motion passed. **This is very important.** If in doubt, the recording secretary should ask for the motion to be repeated to ensure that it is documented accurately. It is not necessary to include the discussion on a motion.
- Time of adjournment
- Signature of recording secretary

Minutes are the official, permanent record of the activities and official actions of the local. Minutes should not include personal opinions or evaluations. Minutes need not be word for word, but must be clear and accurate so that when they are referred to at a later date there is no doubt what action the members took (or didn't take) regarding the business brought up.

Minutes must record motions and actions, such as:

- Authorization to spend local funds.
- Approval of membership action.
- Approval of bylaw amendments.
- Officer elections.
- Disciplinary hearings.

Minutes Do Not Include:

The recording secretary should not include personal opinions or evaluations. Such phrases as "a brilliant suggestion," or "very heated discussion" do not belong in the minutes. The recording secretary is a recorder of events, not an interpreter of sentiment.

D. Local Union Bylaws

1. Amendments

From time to time, a local union may wish to amend its bylaws. In order to amend bylaws, you have to follow the procedure for amending that is set forth in the bylaws. After the amendments have been approved by a local union's membership, the proposed amendments must be submitted to the International President for approval. The Department of Labor requires a local union to submit a copy of its bylaws whenever they are amended when the local files its LM report.

IMPORTANT: A **secret ballot** vote of the membership is required before the local can increase the initiation fee, or dues, or impose any assessments.

PART VI. NOMINATIONS AND ELECTIONS

A. Overview

Officer elections must be conducted in accordance with the local union's bylaws and the LMRDA. Local unions must elect their officers by secret ballot at least **every three years**.

The DOL has developed a checklist to help election officials conduct union officer elections. That handbook can be found on the DOL website at www.dol.gov/olms/regs/compliance/localelec/localelec.pdf. The ILA strongly recommends that local unions review this handbook before conducting elections and consult it as necessary during the nominations and election process. Below are the highlights:

1. Nominations

- Prepare a nomination notice that specifies the date, time, and place for submitting nominations and the offices to be filled. The nomination notice should also include the term of office, and eligibility requirements for candidates. Eligibility requirement to be a candidate should be spelled out in the local bylaws and cannot conflict with the LMRDA. They also must be applied uniformly.
- Post and/or mail the nomination notice to all members to allow a reasonable opportunity for nominating candidates.
- Determine the eligibility of all nominees consistent with eligibility requirements described in the nomination notice.
- A union may use a combined nomination and election notice so long as it is mailed to every member at their last known home address and includes all required information.

2. Campaign Guidelines

- Notify candidates of all election and campaign rules such as the right to inspect the union's membership list, the right to have the union distribute campaign literature to members at each candidate's expense, and the right to have observers at the polling place and the tally of ballots.

- Advise candidates and current officers about the prohibition against the use of union and employer funds (including cash, facilities, equipment, supplies, and campaigning on time paid for by the union or employer) to support any person's candidacy in a union officer election.

3. Election Preparations

- Mail an election notice to all members at their last known home address at least 15 days prior to the election as required by federal law.
- Check the ballot carefully before and after printing for accuracy. Insure that each candidate's preferred name is used and correctly spelled, and each candidate is listed for the proper office in the correct order.
- Prepare an accurate voter eligibility list.
- Prepare tally sheets to be used at the ballot count.

4. Polling Place Procedures

- Permit each candidate to have an observer(s) at the polls. Allow observers to monitor (but not disrupt) the election process and challenge the eligibility of any voter.
- Open the polls at the scheduled time and follow the polling hours listed in the election notice.
- Check the eligibility of each voter and take steps to make sure that a member can only vote once by marking each voter's name off the eligibility list. If a voter's eligibility is challenged, make sure that there is a procedure to cast challenged ballots.
- Allow only election officials, voters, and observers in the polling area. Insure that election officials and observers do not wear campaign buttons, stickers, or other campaign apparel, and do not engage in any type of campaigning in the polling area.
- Close the polls on time but permit members in line at closing time to vote.

5. Ballot Tally

- Begin the ballot tally only after all polls are closed.
- Allow observers to watch the counting. However, observers should not be permitted to handle the ballots.
- Attempt to resolve any challenged ballots at the start of the tally. Keep a record of decisions made and explain the reason for each voter eligibility decision to observers.
- Void the entire ballot if it contains information identifying the voter. Void only the particular office involved if voter intent is not clear or if too many candidates have been selected for an office.
- Announce the tally results for each office. Report the number of valid ballots counted, the number of totally void ballots, and the number of unresolved challenged ballots.
- Pack and seal in boxes all used and unused ballots, tally sheets, voter registers, voter eligibility lists, and other election materials upon completion of the tally.

6. Post-Election Activity

- Publish and post the election results promptly.
- Maintain all nomination and election records for at least one year as required by federal law.

PART VII. INTERNAL UNION TRIALS AND APPEALS

A. ILA Constitution—Article XVIII

1. Charges

The ILA Constitution and the LMRDA state that a member cannot be disciplined except for nonpayment of dues unless such member has been (A) served with written, specific charges; (B) given a reasonable time to prepare his defense; (C) afforded a full and fair hearing. The written charge must be specific enough to inform he accused of the offense with which he is charged.

The ILA Constitution requires charges to be in writing. Charges should contain an allegation of facts and, if possible, specify what provision of the local bylaws or ILA Constitution may constitute the alleged offense. The allegation of facts should be detailed enough to inform the local and the accused of the alleged offense.

a) Duties of the Local Executive Board

Charges should be filed with the recording secretary of the local. The executive board should determine whether the charges filed conform to the requirements of Article XVIII of the ILA Constitution, and have a copy of the charges served upon the accused.

b) Rights of the Accused

The accused should be notified of his rights under the ILA Constitution and local bylaws. Under the ILA Constitution, the accused must be afforded a full and fair hearing and must have the right to appear at such hearing, produce and cross-examine witnesses, file statements, and be represented by any member of the ILA in good standing. The accused must be entitled to record the hearing at their own expense.

B. Appeals

1. If a member is found guilty by the executive board, the member may appeal the decision. *See* Article XIX of the ILA Constitution. All appeals must be in writing and contain a statement of facts and grounds for the appeal.

C. Common Problems Involving Local Trial Procedures

1. Procedural Problems

a) Time Limits

The most common problem concerning local trial procedures is that time limits are missed. Article XVIII contains two time limits which the accuser or local executive board must meet.

First, Article XVIII, Section 3, states charges must be submitted within ninety (90) days of the alleged violation. Charges submitted after that time should be rejected by the executive board of the local.

The second time limit which the local must meet is set forth in Article XVIII, Section 4, of the ILA Constitution. The local executive board must hold its hearing within sixty (60) days of the receipt of the charge.

In addition to the time limits which the accuser and executive board must meet, there are time limits which the accused must meet in order to appeal an adverse trial decision. The accused has thirty (30) days after being found guilty to appeal to the membership. For this reason, it is useful to note the date that the accused received notice of the decision because it starts the thirty (30) day period. The local is not required to accept any appeal to the membership if it is submitted after the thirty (30) day period.

PART VIII. FEDERAL FILINGS

A. LM Reports

1. Type of Form Required

The LMRDA requires unions to file annual reports. The type of report required depends upon the union's annual receipts. Unions with annual receipts of \$250,000 or more (or are under trusteeship) must file Form LM-2. Unions with annual receipts less than \$250,000 must file Form LM-3. Unions with annual receipts less than \$10,000 must file Form LM-4. Both the president and secretary-treasurer must sign the report, which is due within 90 days after the end of the union's fiscal year. The LMRDA requires local unions to maintain the records necessary to verify the reports for at least 5 years after the reports are filed.

When you take office, ensure that the local union is up-to-date in filing Form LM-2, LM-3, or LM-4, and that a copy of the last report is in your local union's files. If your local union is not up-to-date in filing its report, you must file the report immediately.

2. How to File

The DOL requires unions to file the reports electronically using the Electronic Forms System (EFS) at <https://www.dol.gov/agencies/olms>. Unions must make these annual reports available to members and must permit members to examine supporting records for just cause.

3. Amendment of Bylaws

If your local union has amended its bylaws since the last LM filing, it must submit electronically a dated copy of the amended bylaws as an attachment to the LM report.

B. IRS Form 990

Although local unions are tax-exempt entities, the IRS requires them to file annual information returns. The type of filing required depends upon the local union's gross receipts and total assets. If a local union's gross receipts are less than or equal to \$50,000, the local union may file Form 990-N or Form 990. If a local union's gross receipts are less than \$200,000 and its total assets are less than \$500,000, the local union may file Form 990-EZ or Form 990. If a local union's gross receipts are greater than or equal to \$200,000 and its total assets are greater than or equal to \$500,000, the local union must file Form 990. You can find additional information on the IRS website at: <https://www.irs.gov/charities-non-profits/form-990-resources-and-tools>.

ALL Locals must file Form 990s with the IRS.

Form 990 filing information: <http://www.irs.gov/uac/Current-Form-990-Series-Formsand-Instructions>

If a Local fails to file a 990 or 990-N for 3 consecutive years, the IRS may revoke their tax exempt status.

C. Payroll Taxes

Local unions may have federal, state, and local tax withholding and filing requirements due to local union officers' and office employees' wages. Local unions should consult a certified public accountant to determine the local union's obligations.

PART IX. INSURANCE

Unlike the labor organization bond, which the DOL requires unions to obtain, insurance is not required by federal law. However, insurance can be extremely valuable and can protect the union and its officers in many different types of situations. Although there are many different types of insurance, some which you may want to consider are union liability insurance, a commercial package policy, cyber liability insurance, workers' compensation insurance, business automobile insurance, and umbrella/excess insurance.

A. Union Liability Insurance

Union liability insurance provides coverage for losses that may occur in connection with the everyday running of a union. The ILA strongly recommends that ILA local unions obtain union liability insurance. Some of the coverage that union liability insurance may provide includes defense of duty of fair representation claims, employment practices liability, and financial management claims. If a local union obtains union liability insurance, an endorsement that may be very valuable for local union officers is the individual labor leader coverage. If a union officer is sued, the officer can be personally responsible for funding the cost of his or her defense. However, the individual labor leader coverage may cover the cost of the defense and therefore this coverage may prove to be extremely cost-effective for union officers.

B. Commercial Package Policy

A commercial package policy allows local unions to combine several different types of insurance under one policy to cover multiple aspects of the local union. Some of the coverage the package policy can provide includes coverage for general liability, the building/office, business personal property, and computer equipment. In addition, if your local union hosts parties or other events, you should ensure that your local union's insurance policy covers this type of use.

C. Cyber Liability Insurance

Cyber liability insurance provides coverage for a local union's liability associated with the release of sensitive information as a result of hackers, misplacing laptops, or emailing confidential information to the wrong party. Local unions may maintain an electronic database of sensitive information including member and employee names and birth dates, addresses, social security numbers, and driver's license numbers and therefore cyber liability insurance may protect the local union if this information is released.

D. Workers' Compensation Insurance

Many states require businesses with at least one employee to carry workers' compensation insurance. Local unions should consult an insurance broker to determine whether coverage is required for their local union.

E. Business Automobile Insurance

Business automobile insurance can provide coverage for vehicles owned by the union, non-owned vehicles, hired auto liability, physical damage of rental cars, towing and labor, and rental reimbursement.

F. Umbrella/Excess Insurance

Umbrella/Excess insurance provides additional coverage over the general liability, workers' compensation, and business automobile policies.