

Constitutional Change  
ARTICLE VII  
OTHER PAID STAFF/DUTIES

CURRENT LANGUAGE:

**Bookkeeper**

Sec. 6 – The Bookkeeper shall be appointed by the elected officers who oversee the fiduciary responsibilities of the Local. He/She is responsible for processing financial transactions on a monthly basis and will serve as a backup for the Treasurer. The duties of the bookkeeper shall include processing incoming payments, assisting in the maintenance of all financial records for the Local, and providing research assistance as needed.

The Bookkeeper shall receive \$140.00 per month for performing his/her duties. The Bookkeeper receiving a salary or stipend, with an unexcused absence at the GMM shall not receive salary or stipend for the month(s) in which the absence(s) occurred. The Bookkeeper must notify the President of the absence.

PROPOSED CHANGE (**BOLD**)

**Bookkeeper**

Sec. 6 – The Bookkeeper shall be appointed by the elected officers who oversee the fiduciary responsibilities of the Local. He/She is responsible for processing financial transactions on a monthly basis and will serve as a backup for the Treasurer. The duties of the bookkeeper shall include processing incoming payments, assisting in the maintenance of all financial records for the Local, and providing research assistance as needed.

The Bookkeeper shall receive **\$175.00** per month for performing his/her duties. **Monthly amount will be increased henceforth by the percentage amount of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases.** The Bookkeeper receiving a salary or stipend, with an unexcused absence at the GMM shall not receive salary or stipend for the month(s) in which the absence(s) occurred. The Bookkeeper must notify the President of the absence.