

INDEX

<u>Aims and Objects</u>	page 1
<u>Article I - Admission of Names</u>	
<u>Article II - Conduct of Members</u>	page 2
<u>Article III - Initiation Fees and Dues Assessments and fines</u>	
<u>Article IV - Officers and Elections</u>	page 3
Section 1: (term of office)	
Section 2: (Executive Board members)	
Section 3: (Executive meeting quorum)	page 4
Section 4: <u>Nominations</u>	
Section 6: (Wage Delegates)	
Section 7: (vacant positions)	
Section 8: (eligibility for office)	
Section 12: (Trustees)	page 5
Section 13: (meeting attendance requirements)	
Section 15: <u>Delegate Seniority</u>	page 6
Section 18: (posting of election results)	
Section 19: (eligibility for committee)	
Section 20: (advanced polling)	
<u>Article V - Meetings</u>	page 7
Section 1: (regular membership meetings schedule) (meetings sched for voting matters)	
Section 2: (petition called meetings)	page 8
<u>Article VI - Grievances</u>	
<u>Article VII - Committees</u>	
Section 5: <u>Unity Committee</u>	
Section 6: <u>Duties and Jurisdiction</u>	page 9
Section 7: (participating in a Company sponsored project or program)	
<u>Article VIII - Shop Steward</u>	
<u>Article IX</u> (Funerals)	page 11
<u>Article X - Salaries and Expenses</u>	page 12
<u>Article XI - Funds</u>	
Section 2: (diversion of funds)	page 13
Section 3: (Charity Fund)	
Section 4: (Spending limits)	
Section 5: <u>Signing Officers</u>	
Section 6: <u>Defense Fund</u>	

Section 7: <u>Negotiation Fund</u>	page 14
Section 9: <u>Arbitration Fund</u>	
Section 10: <u>Sunshine Fund</u>	page 15
Section 11: (WCB Appeals Fund)	
Section 12: (Slush fund)	page 16
<u>Article XII - Memorials</u>	
Section 3: (Picnic Fund)	
Section 4: (Education Fund) (Scholarship and Bursary)	page 17
<u>Article XIII - General Rules</u>	
Section 1: (Any member violating bylaws)	
Section 2: (Amending bylaws)	
Section 5: (inappropriate use of motor vehicle)	
Section 6: <u>Day Workers</u> (12 Hour Bylaw) <u>Tour Workers (Compressed Work Week)</u>	page 18
Section 7: (conference with company officials)	
Section 8: (meetings - at least 2 Exec members)	
Section 9: (press releases)	
<u>Article XIV</u> (Ratification votes)	page 19
<u>Article XV - Accountable</u> (Executive lost wages and trips costs)	

BY-LAWS CEP LOCAL 298

Aims and Objects

- Section 1:** To band together as a lawful economic unit, whereby we can become and remain a potent force for the benefit of our members.
- Section 2:** To advance and foster the knowledge and spirit of unionism in the minds of our members, to establish and maintain an adequate wage for labour, to advance the principles and practices of conciliation and arbitration in the settlement of any differences with our employers, to protect and aid our distressed and sick members, to defend our rights and advance our interests as pulp and paper mill workers, by all lawful means and to make our card and seal a certificate of fraternity, efficiency and reliability.
- Section 3:** To urge all of our members to co-operate in every way so that each shall see it is his/her duty to take an active part wherever in conducting the affairs of this local.

Article I - Admission of Names

- Section 1:** A person may become a member of C.E.P. Local 298, (a) upon acceptance by vote of his/her application at a regular meeting and (b) upon paying his initiation fee and taking the obligation of membership.
- Section 2:** Should an applicant, upon being admitted to this union be unable for any reason to appear at a meeting to take the obligation, the President shall have the power to initiate him/her with witnesses.
- Section 3:** Before being admitted to a meeting, a member must produce his/her union card or on reference to the Financial Secretary or his/her representative can be admitted if in good standing.

- Section 4:** No less than seven (7) members shall constitute a quorum at a meeting of this local and shall be a sufficient number to hold the Charter.
- Section 5:** No motion to dissolve this local shall be in order while seven (7) members are willing to continue same.
- Section 6:** A member who has been expelled after due trial shall not be regarded as a Union member in any sense unless restored to membership in this local in the manner provided in Article 5, Section 5.01.04 of the Communications, Energy and Paperworkers Union of Canada.
- Section 7:** Any paid-up member who is not under charges may withdraw from membership upon leaving employment with the jurisdiction of the National Union. A withdrawal card shall be issued upon request to such withdrawing member and he/she shall there upon lose all rights and privileges of membership and shall be exempt from the payment of further dues and assessments. A member may be reinstated to membership upon presentation of his withdrawal card to the local union in which he/she seeks membership.

Article II - Conduct of Members

- Section 1:** The President shall, with the approval of the meeting, have the power to suspend from the meeting or social session any member or guest for unseemly conduct.
- Section 2:** Vulgarity, profanity or indecent conduct shall not be permitted at any meeting or social session. Every member shall be responsible to the local for conduct of guests admitted at his/her invitation.

Article III - Initiation Fees and Dues Assessments and fines

- Section 1:** The initiation fee for this local shall be the maximum under the CEP Constitution Article 5, Section 5.02.03 monthly dues shall be as per the constitution plus one (1) hour

card and one half (1/2) hour at base rate to the local.

Section 2: The local shall have power to levy on its members, for special purposes, such tax as be necessary at the time. Such assessments shall be determined by a two-thirds (2/3) vote of the members present by secret ballot and two (2) weeks notice of the motion must be given, in writing prior to the meeting at which the levy is to be presented.

Section 3: All assessments and fines shall be charged against the members as regular dues, and must be paid within the time specified to protect the members standing and benefits. Such assessments and fines must be paid before regular dues are accepted.

Section 4: All initiation fees will be deducted from the first pay cheque after the thirty (30) days probationary period of the new member. Reimbursements in accordance with Section 1, Article III of these By-Laws will be made upon application by the member at the Union Office.

Article IV - Officers and Elections

Section 1: The officers of this subordinate Union shall be: President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary/Treasurer, Outside Guard, Inside Guard and three (3) Trustees. Standing Committee and Wage Delegates (when required). All the above mentioned shall be elected annually by secret ballot, with the exception of officers elected to serve more than one (1) year.

Section 2: The Executive Board shall consist of the President, 1st Vice President, 2nd Vice President, Financial Secretary/Treasurer, Recording Secretary, Trustees, Guards and Chief Shop Steward. The past President shall be a member with voice but no vote.

- Section 3:** Not less than six (6) members shall constitute a quorum at any meeting of the Executive Board.
- Section 4:** **Nominations**
- (i) Nominations of officers (except President) will open each year at the September General Membership Meeting and remain open for three (3) months. (final nominations will be held at the November General Membership Meeting)
- (ii) Nominations for President will open at the September General Meeting and will close at the October General Membership Meeting.
- The election for President will be concluded prior to the final nomination in November (of the other executive positions) thereby enabling the unsuccessful candidate (s) the opportunity to let their name stand for another elected position.
- Section 5:** Officers and Executive Committee members shall be elected in the order as laid down in Section 1, Article IV, of the By-Laws.
- Section 6:** The Wage Delegates shall be considered as officers of this local for the purpose of dealing with wage conference matters only, but are not considered members of the Executive Board.
- Section 7:** Whenever an elective position shall become vacant for any cause the President shall appoint for the remaining term. The appointment (s) to be sanctioned by the membership at the next general meeting.
- Section 8:** To be eligible for office, wage or conference delegate, a member must have attended five (5) of the previous twelve (12) months regular membership meetings, unless he/she was prevented from doing so by reason of being on scheduled shift, union activity, hospitalized or incapacitated and the local union secretary is so notified for each meeting so missed, one (1) month will be

deducted from the eligibility reference period.

Section 9: Signed notice of their willingness to stand for office must be presented to the President before nominations of absent members can be accepted.

Section 10: A member, in order to be eligible for local union office, must have been a member in good standing for at least one (1) year.

Section 11: A member must be in good standing prior to any election or referendum ballot to be eligible to cast his vote in such election or referendum ballot.

Section 12: The Trustees in the first instance shall be elected for a three (3), two (2) and one (1) year terms respectively, and thereafter their continuance, unless other vacancies occur. One (1) trustee shall be elected annually for a three (3) year term. The Trustee shall hold office for thirty (30) days following the annual installation of officers, and shall be responsible for conduction of all elections and referendum ballots, subject to the provisions of these By-Laws.

Section 13: An elective office shall automatically become vacant if the holder of such office shall be absent from his/her duty for two (2) consecutive regular meetings, or in the case of an executive member, two (2) regular executive meetings, unless it be for just cause, and it shall be the duty of the local to decide by majority votes whether such cause is sufficient excuse. Should the excuse not be accepted by the local, the local shall then proceed to elect an officer for such vacancy.

Section 14: Alternates for delegates or elected committee positions shall be determined by the following method:

(a) The member receiving the greatest number of votes without being declared elected shall be designated "Alternate", providing said

member is still a member in good standing and willing to accept the designated position.

- (b) This method will be applied Ad Infinitum through the candidate list as supplied by the teller. If no candidate accepts the designated position the President shall with the Executive's approval appoint a member to the position of "Alternate".

Section 15: Delegate Seniority

The President by virtue of his/her office will be the automatic delegate to national conventions and conferences and will be the automatic senior wage delegate. All other wage delegates will have their seniority determined by the number of votes cast in their favour i.e.: highest number will be considered second senior delegate and so on.

- Section 16:** Elections shall be held at a place and time prescribed by the Executive Board, of the local, following the nomination meeting in November.

- Section 17:** Installation of Officers shall take place at the first meeting in January of each year.

- Section 18:** Results of any election or referendum ballot shall be posted on the official bulletin board by the returning officer as soon as possible after completion of the count.

- Section 19:** To be eligible for any position or committee, appointed or elected a member must have attended two (2) of the previous ten (10) months regular membership meetings. This provision would not include shop steward, safety captain or Article IV Section 8 of the by-laws.

- Section 20:** All secret ballot voting conducted at the mill gate will be subject to "an advance poll". The advance poll will be held at the union hall on one (1) day in the week immediately preceding the regular poll, between 3:30 pm - 5:00 pm. One (1) Trustee on wage loss will be sufficient to conduct the advance poll. The ballot box used for

the advance poll will be sealed and the ballots counted with the ballots cast in the required poll.

Article V - Meetings

Section 1:

- (a) Except for the months of July and August regular meetings shall be held on the second Wednesday of each month at 4:30 p.m., or at the discretion of the Executive.
- (b) When voting on money matters (ie: temporary dues increases, assessments, etc.) the executive will hold meetings at such times that are necessary to ensure that all members are given the opportunity to vote.

Section 2:

- (a) Special meetings may be called at any time by the Executive, or at the request of not less than twenty-five (25) members in good standing, signified to the President in writing, stating the purpose for which said meeting is requested.
- (b) The President shall arrange and chair a Special Meeting within one hundred & twenty (120) hours after receiving the request as outlined in Section 2 (a). Notice of meeting stating subject matter, time, date and location will be posted at least forty-eight (48) hours in advance of said meeting.
- (c) Should the President for any reason fail to comply with Section 2 (b), the senior Vice President shall be entitled and bound to call and preside at said meeting.
- (d) At least two-thirds (2/3) of the twenty-five (25) members required (as per 2a) must be present at said meeting.

Article VI - Grievances

Section 1: All meetings to discuss grievances that require lost time payment of wages must be sanctioned by the President or his/her designate.

Article VII - Committees

Section 1:

(a) Should a member of any committee fail to perform his/her duties he can be reported to the Executive Board, who shall have the power to suspend the member from that committee and appoint another to serve in his/her place.

(b) This section shall not apply to the elected members of Standing Committee.

Section 2: The President shall be a member ex-officio of all committees and delegations.

Section 3: The Standing Committee shall consist of four (4) elected members, including both Vice Presidents who shall be considered elected to the Standing Committee by virtue of their election to office.

Section 4:

(a) For the purpose of discussing with the Company or acting upon any grievance or contractual dispute the Standing Committee shall be an autonomous body with the right to elect a chairman by majority vote of the elected members of the committee.

(b) Should the elected members cause a tie or deadlock in the vote for chairman, the President, shall for this occasion be considered a member in fact and as such cast the deciding vote.

Section 5: Unity Committee

(a) In order to enforce the Constitution, By-Laws, and all union rules and regulations this local will establish and maintain a

"Unity Committee".

- (b) The Committee shall consist of (3) members of the local. All members of the committee shall be appointed by the President.

Section 6: Duties and Jurisdiction

- (a) The committee shall act as a trial board on any trial or action taken by any member under Article XIV of the Constitution of the Communications, Energy & Paperworkers Union of Canada.
- (b) The committee shall be charged with interpretation and ruling upon By-Laws, past motions and the Constitution.
- (c) The committee shall be entitled to discipline members for the "Good and Welfare" of the local, this right shall be considered an addition to Article 17, of the Constitution and all rights of appeal in Article XIV shall apply.
- (d) Any decision reached by majority vote of the committee and approved by the President shall be in full force and effect immediately subject to appeal to the membership or the National Office.

Section 7: No member of C.E.P. Local 298 will participate in a Company sponsored project or program, safety or otherwise, without clearance from the Executive.

Article VIII - Shop Steward

Section 1: Each department or shift shall elect one Shop Steward who shall be a member in good standing.

Section 2: Shop Stewards shall be elected annually, between the 15th of November and the 15th of December of each year, duties to commence on the 1st day of January following the

election. It shall be the duty of the retiring Shop Steward to call a departmental meeting for such purpose.

Section 3: Should a department fail to elect a Shop Steward the Executive Board shall be empowered to appoint one (1) within two weeks of the date on which the election was held.

Section 4: Shop Stewards shall see that there is no breach in his/her department of the Labour Agreement arrived at between this local and Eurocan Pulp and Paper Co.

Section 5: Shop Stewards shall have a copy of the Constitution, By-Laws, working rules and agreement with him/her at all times.

Section 6: The Shop Steward shall have the authority to ask any member in his/her department to produce his/her union card for inspection.

Section 7: The Shop Steward shall report to the Executive Board any violation of our laws, rules and agreement.

Section 8: A Shop Steward shall be dismissed by the Executive Board for the following reasons:
(a) Failure to perform the duties as outlined in this article.
(b) Failure to attend at least one (1) regular meeting in three (3) without just cause.

Section 9:

(a) A full meeting of all Shop Stewards shall be held once a month with the second senior Vice president, at which time they shall be instructed in their work, brought up to date on recent developments and be given copies of any interpretations or working instructions pertaining to the contract or local conditions.

(b) This full meeting of Shop Stewards shall be recognized as a "Shop Stewards Body" and/or "Committee" and as such be able to make

recommendations in the form of motions to the Executive and/or the membership.

Article IX

- Section 1:** This local shall have representation at funeral services of all deceased members interred at the local cemetery. Such representatives to be appointed by the President or his/her authorized agent. A wreath shall be sent.
- Section 2:** When called upon to do so, the President or his/her authorized agent, will make all necessary arrangements for the funeral, in this district of a deceased member in good standing who dies without kin, provided further that in the event of any financial cost to the local, the local shall pay these costs.
- Section 3:** In the event of the death, of a member or retired member of local 298 or local 1127, who remain in the Kitimat/Terrace area, each member of both locals 1127 & 298 will be assessed one (1) hour card rate. These monies to be collected through payroll deductions and be given to the widow or family of the deceased by the local president or his/her designate.
- Section 4:** In the event of the death of a member or retired member of local 298 or local 1127 who does not live in the Kitimat/Terrace area, each member of local 298 will be assessed one (1) hour card rate. These monies to be collected through payroll deductions and be given to the surviving spouse or immediate family member. In order to qualify for this benefit the said member or retired member must notify the local of their address change(s) and upon death, the surviving spouse or immediate family member must notify the local within three (3) months of the death. Immediate family member is defined as parent, sibling, children or dependent.

Article X - Salaries and Expenses

- Section 1:** This local may pay any salaries as deemed fit, which must be voted at a regular constituted meeting.
- Section 2:** Should the local require any of its members to transact Union business necessitating loss of time, such members shall be paid their regular working rate for the lost time.
- Section 3:** Should the occasion arise for any elected, appointed or regular member deemed necessary by the Executive of the local, to conduct union business away from their home town the following will apply:
- (a) Hotel room rent shall be paid by the local.
 - (b) Daily per diem expenses shall be the maximum allowed under the CEP Constitution, Article VII, Section V.
 - (c) Transportation: the current return air fare rate to point of destination will be paid. If the representative chooses to travel by surface transportation, he will be reimbursed monies not to exceed the current air fare rate to the point of destination.
 - (d) Transportation will be paid as follows:
 1. Kitimat to airport return
 2. airport to accommodation return
 3. in addition to section 3 (c).
- Section 4:** The President, both Vice Presidents, Financial Secretary/Treasurer and Recording Secretary shall be reimbursed gasoline expenses once pr year (December) at a rate of \$12.50/month or \$150.00/annum. The total figure paid to each will be based on their completed consecutive months in office. The gasoline allowance will be disbursed from the general account.

Article XI - Funds

- Section 1:** The funds of the local are for the legitimate expenses required in its conduct and

maintenance and shall not be diverted therefrom.

Section 2: Should the occasion arise when, in the opinion of the Executive, monies should be diverted, they may appeal to the local during regular or special session, where the appeal may be approved or rejected by a two-thirds (2/3) majority vote.

Section 3: The local shall establish a charitable fund to be disbursed once a year to local charities and monies for this fund to be acquired by deducting fifty cents (.50) per month per member from monthly dues. Donations to organized labour groups, trade unions on strike or to local 298 members requiring welfare assistance, may be passed by a majority vote at any general meeting.

Section 4:

(a) The Executive is not able to spend more than one hundred dollars (\$100.00) for general purposes, without the sanction of a regular meeting.

(b) The Executive is not able to spend more than one thousand dollars (\$1,000.00) without **PRIOR** approval of the membership at a general meeting.

Section 5: Signing Officers

(a) The following Executive officers shall be authorized to sign cheques for Union expenditures: President, both Vice Presidents and the Financial Secretary.

(b) It being understood each cheque must bear the signature of the President and/or the Financial Secretary. Two (2) signatures required.

Section 6: Defense Fund

(a) That this local establishes and maintains a defense fund.

- (b) The Defense Fund will be 10% of the local's portion of monthly dues receipts.
- (c) Monies of this fund be deposited in a separate savings account.
- (d) The fund shall be disbursed for strike relief and as under paragraph (e) only.
- (e) The defense fund shall contribute \$8.00 per month to the members personal term savings accounts (Futura 298 accounts), providing the member complies with the accounts regulations.

Section 7: Negotiation Fund

- (a) That this local establishes and maintains a negotiation fund.
- (b) Negotiation fund to be 15% of the local's portion of monthly dues receipts.
- (c) The fund shall be disbursed for out of town wage and contract negotiations only.
- (d) Disbursements to be made only when regular local funds are not sufficient.
- (e) Monies of this fund to be kept in a separate savings accounts.

Section 8: All disbursements of this local to be made through one (1) only regular current account.

Section 9: Arbitration Fund

- (a) The existing Arbitration fund will have a ceiling of one hundred thousand (100,000.00) dollars. The fund will achieve its ceiling level and be maintained at the ceiling level by an automatic assessment of CEP Local 298 members. The assessment will be ten (10.00) dollars per member once a month until the ceiling is reached.

- (b) The maintenance of the fund will commence whenever the fund drops to ninety five thousand (95,000) dollars.
- (c) Once the ceiling has been reached interest earned from this fund will be used solely for the education and protection of CEP Local 298 members. The interest will be transferred to the WCB Appeals Fund, the Defense Fund, the Negotiation Fund, the Education Fund or any other fund in the CEP Local 298 By-Laws that may need assistance, as determined by the general membership.

Section 10: Sunshine Fund

- (a) When a member or their spouse is in the hospital the local will send them either a fruit basket or flowers.
- (b) When a member is in hospital the local will reimburse the member the cost of T.V. rentals (receipts must be provided).
- (c) The local extend (a) and (b) to retired members living in the Kitimat and Terrace area.
- (d) Monies for above will come from general revenue.

Section 11: CEP Local 298 will establish a W.C.B. Appeals Fund:

- (a) Monies for fund would be derived from an immediate transfer of two thousand (\$2,000.00) dollars from the General Account. Subsequent funds would come from the transfer of fifty (.50) cents per member per month, from monthly dues.
- (b) When the fund reaches a ceiling of five thousand (\$5,000.00) dollars, the fifty (.50) cents per member per month will be diverted to the General Account until the fund drops to two thousand (\$2,000.00) dollars, at which time it will start again.

(c) Monies from fund will be used to help cover (approved) cost of appeals and Workers Advocate training, but, will not be used to cover wage loss.

Section 12: The local will establish a slush fund, monies of such fund will be derived from monetary settlements to grievances or disputes. Monies in this fund will be used for the benefit of all local 298 members (ie: purchase of jackets, caps etc).

Article XII - Memorials

Section 1: The purpose of any celebration under this By-Law shall be to display the strength and unity of organized labour and to promote fellowship, loyalty and co-operation.

Section 2: The first Monday in September shall be observed by this local in such a manner as the members may deem fit.

Section 3: This local will maintain a picnic and minor sports sponsorship fund. The maximum number of sponsorships will be four (4). The association involved must make a request in writing to the Executive of local 298 for funds. The Executive will have the sole right to review and recommend to the membership for approval at a regular constituted meeting. Monies for said fund to be acquired by deducting fifty cents (.50) per member per month from monthly dues this fund shall have an upper limit of three thousand dollars (\$3,000.00).

Section 4:
(i) The contribution of fifty cents (.50) per member per month shall be placed in an Educational Fund when the picnic and minor sports sponsorship fund has reached its three thousand (\$3,000.00) dollar limit. The Educational Fund shall be used to pay for educational materials, registrations and course fees for our membership concerning union related issues and study.

- (ii) This local will establish a scholarship and bursary in the amount of five hundred (\$500.00) dollars each. Monies for the above will come from the educational fund.

Article XIII - General Rules

- Section 1:** Any member violating any part of the Constitution of the Communications, Energy & Paperworkers Union of Canada or any part of these By-Laws or any agreement of this union or the working rules shall be dealt with by the Unity Committee.
- Section 2:** Any of these By-Laws may be amended by a two-thirds (2/3) majority at two (2) consecutive meetings, provided that notice of motion giving details of the amendment has been posted on the official bulletin board at least one (1) week before time of the first vote. All changes shall be considered separate motions, unless a motion from the membership requested consideration as a whole.
- Section 3:** The Constitution of the Communications, Energy & Paperworkers Union of Canada is hereby made part of these By-Laws. Where there is any doubt about any section or part of these By-Laws or where such might appear to be in conflict with the Constitution, then the Constitution shall control and be the law which must be followed.
- Section 4:** No amendments or changes shall become effective until approved by the National President in accord with the Constitution.
- Section 5:** Any member who uses an automobile, motorcycle or any other vehicle in a manner considered by the Executive Board to be unfair to other members or against the best interests of the union, shall be assessed such sum as decided upon by the Executive.
- Section 6:** **Day Workers**
The total maximum hours of work in any one (1) day shall be twelve (12) and the total

hours of continuous work is also limited to twelve (12) when work days run together.

Tour Workers (Compressed Work Week)

The maximum hours of continuous work shall be twelve (12). The only exception being when no relief is available at which time work will be limited to sixteen (16) hours total.

In the case of a day worker who has worked twelve (12) hours straight or the tour worker who has worked sixteen (16) hours straight there must be a minimum of eight (8) hours rest period before again reporting for work.

Reasons to seek approval to deviate from these rules will have to be sought by Company officials and will have to be sanctioned by the Union Executive.

- Section 7:** No one member, other than the President who is the official spokesman of the local, shall be allowed to hold a conference with Eurocan Company officials dealing with union business. The penalty for such offence shall be expulsion or such lesser penalty as decided by the Unity and Membership Committee.
- Section 8:** No meetings on union business may be called or held unless sanctioned by the President and attended by at least two (2) members of the Executive Board.
- Section 9:** Only the President, or such member of the local as may be authorized shall give information to the Press, concerning union affairs, such information to meet with approval of the Executive.
- Section 10:** Should this local establish a total and permanent disability and death benefit fund, and/or a Hall Society, it shall become part of these By-Laws.

Article XIV

Whenever there is a tentative agreement(s) to be ratified copies of such tentative agreement(s), be it Bull Session or Master Contract, be available in the lunch rooms five (5) days before such voting is to take place.

Article XV - Accountable

- a) The monthly financial statement of the local lists a running total for each executive member, the costs from January 1st to December 31st of each year, of all the time charged to the union by each executive member of local 298, including but not limited to, committees, trips, investigations and any other charges.

- b) The monthly financial statement of the local lists a running total for each executive member, the costs from January 1st to December 31st of each year, of all the trips charged to the union by each executive member of local 298, including but not limited to, committees, investigations, training, conventions and other trips.