



141

District 141

Operational Policy

Effective June 8, 2016

District 141: Operational Policy

1. All monies and checks received in payment by District 141 must be deposited to the credit of District 141 in a National Bank (member of the Federal Reserve and Saving Deposit) in a location as convenient as possible to the District Office.
2. Upon receipt of dues check-off lists and checks in payment thereof, such checks will be deposited to the credit of District 141. The Secretary Treasurer will determine the amount due each Local Lodge and prepare an itemized voucher; the President will approve the voucher. The Secretary Treasurer will forward the funds to the respective Local Lodges.
3. The District President or an authorized deputy shall approve all bills or claims against District 141. The District President and Secretary Treasurer will sign all checks. Expenditures for office equipment, expanded facilities or any other purpose shall be submitted as a proposition to voting members of the District Executive Board, and approved by majority vote.
4. The District shall assume the expense of member's normal lost wages at the same expense allowance as that of District 141 Officers, if members are called by the District to participate in System Board cases. The Chairperson in charge of the case must approve such expenses prior to payment. The District shall assume the expense of established District Committees, Local Lodge Officers, Local Committee persons, and Local Loge representatives or witnesses when called for conferences, meetings or negotiations deemed necessary for the betterment of our membership. The officer or Director in charge must approve such expenses.
5. The District Executive Board must review and approve all unused accrued vacation of District Lodge Officers and District Staff annually in the month of September. District Lodge Officers shall receive compensation for unused vacation not to exceed the previous calendar year accrual and current vacation accrued during the calendar year of leaving office.
6. **Reports and Expenses**
 - A. Grand Lodge activity reports and expense statements must be filled out and submitted each week by all full time District Representatives. Other District Representatives must fill out an expense report and lost time form for each week during lost time or expenses are incurred.
 - B. District Representatives away from domicile in performance of duty will be paid per diem at the eligible government rate for that tax year.
 - a. Full day per diem to be paid for all overnight travel
 - b. Half day per diem to be paid for any same day travel outside of domicile
 - c. If it becomes necessary to change the domicile assignment of a District

Officer, he/she will be allowed full per diem each day at his/her new assignment for a maximum of thirty (30) days to establish residence at the new assignment.

- d. Any District Officer who is assigned duty while at his/her home domicile and not on per diem under the Financial Policy, shall receive ten dollars (\$10.00) per day to a maximum of fifty dollars (\$50.00) per week, Monday through Friday, for incidental expenses incurred during the course of his/her daily activities.

C. Transportation

- a. District Lodge 141 does not provide an automobile for its full time staff. District representatives are expected to use their own automobile to perform District Lodge business in and around their home airport location and no mileage allowance will be allowed for this purpose.
- b. District Representatives should use company provided air transportation whenever possible.
- c. When circumstances require a District Representative to use an automobile outside of their domicile, the representative will compare costs of a rental car and the mileage allowance, and choose the least expensive.
- d. Tolls and parking fees away from the office are allowed.
- e. PDGC, ST and AGC's are permitted to purchase an annual pass for an airline club membership to help facilitate the performance of their duties.
- f. PDGC, ST and AGC's are permitted to purchase TSA Pre-Check to aid performance of their duties.
- g. If a car rental is needed, there must be preapproval from the PDGC.

D. Hotels

- a. The District Representatives will be allowed the cost of a hotel room (single occupancy) when away from domicile. Discretion should be used at the time of room booking with consideration of comparison and Interline pricing and shopping.

7. Extraordinary Expense

- A. All expenses must be itemized with receipts attached.
- B. Representatives working within the jurisdiction of the Local Lodge shall not commit the District to pay, or assume any extraordinary expense, without approval of the District President or the District Executive Board.
- C. If your duties require weekend work, you must obtain preapproval from the PDGC.

8. Twenty-four (24) Hour Accidental Death Insurance

Per action of the District 141 Executive Board in session on October 19, 1962, all Members of the District Executive Board shall be provided with Two Hundred Thousand Dollars (\$200,000) life insurance with the premium for the same paid by District Lodge 141.

9. Salaries

The Trustee's' duties are as prescribed in the By-Laws. Each trustee will receive a monthly salary of \$150.00 per month. The trustee will submit a quarterly report to the Executive Board.

- A. Director pay will be \$1200.00 monthly plus CPI rate increase every year.
- B. Coordinator pay will be \$600.00 monthly plus CPI rate increase every year.

10. Bonuses and Donations

- A. The District Lodge will pay an annual Holiday bonus to the staff, if financially sound, up to a maximum of \$200.00.
- B. Guide Dogs of America is the primary charitable organization of District Lodge 141, with an annual contribution of \$1,000.00 if financially able.
- C. District 141 will donate one set of golf clubs per year to any District 141 affiliated Local which is sponsoring a golf tournament.
- D. District 141 will donate up to 250.00 to any District 141 affiliated locals with a total membership fewer than five hundred when a donation request is granted, and if financially able to do so.
- E. District 141 will donate up to 450.00 to any District 141 affiliated locals with a total membership over five hundred when a donation request is granted, and financially able to do so.
- F. When a request for the purchase of tickets to a Local Lodge function or a labor organization function is received, it will be referred to a three (3)-person committee consisting of the President and Directing General Chairperson, the Secretary-Treasurer, and the Vice President West for approval, it is the intent and understanding of District 141 that all requests will be either for a donation or to purchase tickets in support of Local Lodge special events, but not for both.
- G. Upon request for a donation, from a charitable organization, the maximum annual donation will be \$100.00, if financially able to do so.
- H. Upon proper request for a strike donation, the amount of \$50.00 will be given, if financially able to do so.

- I. If the District 141 finances are sound, a yearly contribution, to a maximum of .50 per Member, will be made to the MNPL Education Fund.

11. PDGC & ST will be reimbursed for any expenditure incurred during or in conjunction with official Union related business (including unexpected expenses).

12. AGC will be reimbursed for any expenditure incurred during or in conjunction with official Union related business (including unexpected expenses) with email approval from the PDGC attached.

13. Reduction of Officers

If it becomes necessary to reduce the number of General Chairpersons, the following procedure will be applied:

- A. The last General Chairperson who is put on the District staff will be removed first.
- B. In the event that two (2) or more General Chairpersons are put on the staff at the same time the General Chairperson receiving the least number of votes in the last election shall be removed first.
- C. In the event that there is no election, it will be determined by the lowest number of endorsements.

14. Office Related Equipment

- A. PDGC, ST, AGCs and Vice Presidents will be reimbursed up to three thousand (\$3000.00) dollars total (over the course of four (4) years from the initial purchase date) for some of the following items: Electronics (computers, printers, hardware), support, software & accessories.
- B. District Officers, Directors and Coordinators will be allowed a yearly allowance of (200.00) for cell phones. If you don't use prior year allowance you will have a (400.00) allowance.

15. Weekly Reports

All Directors and Coordinators (including Organizers) shall provide a weekly report of his or her activities to the Financial Office via electronic document.

DL 141 Operational Policy Effective June 08, 2016

This Policy shall supersede any and all existing Policies of District Lodge 141 including the Financial Policy and General Policy.