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LIUNA Local 1776
Operating Manual

Summary

This manual provides policies and procedures for the administration of the Laborers International Union of North America (LIUNA) Local 1776.

Compliance

The policies and procedures in this manual shall comply with the provisions contained in all applicable LIUNA constitutions. Whenever this manual is in conflict with a constitutional provision, or whenever this manual is silent on a specific subject covered in a LIUNA constitution, then the constitution shall be the governing document. This manual must be complied with at all times.

Applicability

(4Q 2026) This manual applies to all LIUNA officers, Executive Board members, stewards, and employees, and Local members serving on behalf of Local 1776.

Proponent and Exception Authority

The proponent of this manual is the LIUNA Local 1776 Executive Board. The proponent has authority to approve exceptions to this manual when they are consistent with controlling laws, LIUNA Constitutions, and other governing manuals.

Supplementation

Supplementation of the manual is prohibited without prior approval from the proponent.

Interim Changes

Interim Changes are not official unless approved by the proponent. Users will destroy interim changes on their expiration date unless superseded or rescinded sooner.

Adoption

This edition supersedes the January 1, 2023 edition and is effective November 14, 2026. It was adopted by the Business Manager/Secretary-Treasurer while no Executive Board is seated, and is subject to ratification by the Executive Board at its first meeting. Sections changed in this edition are marked (4Q 2026).

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Chapter 1

Introduction

1-1. Purpose

1. (4Q 2026) This manual establishes uniform guidelines for the operation of the Laborers International Union of North America (LIUNA) Local 1776 to ensure its officers, Executive Board members, stewards, employees, members and all other representatives fulfill their obligations under the LIUNA constitutions.

1-2. References, Explanation of Abbreviations and Terms

1. Publications and forms referenced in this manual are listed in Appendix A. Abbreviations and terms used in this manual are explained in the Glossary.

1-3. Responsibilities

1. The Executive Board:

    a. Sets forth the requirements and procedures contained in this manual;

    b. Appoints staff and other personnel upon the recommendation of the Business Manager; and,

    c. Establishes an Executive Committee on Policy, Rules and Manuals to periodically review and make recommendations on changes, as necessary, to the contents of this manual in order to ensure it is up to date with all applicable constitutions, laws, rules and other applicable regulations.

2. The Business Manager:

    a. Enforces the requirements of this manual;

    b. Ensures that all persons affiliated with the Local Union (LU) adhere to the provisions set forth;

    c. Serves as chairperson to the Executive Committee on Policy, Rules and Manuals;

    d. Oversees the Travel Program;

    e. Oversees the Owned/Leased Vehicle Program;

f. Determines staffing/personnel needs and makes recommendations to the Executive Board to fulfill those requirements, to include salary and other compensation to be paid, and manages all staff; and,

g. (4Q 2026) Appoints, certifies, assigns cases to, and removes all stewards, and trains stewards or arranges their training, IAW Chapter 8.

3. (4Q 2026) LU officers, Executive Board members, stewards, employees, members, and other representatives:

a. Observe the requirements of this manual;

b. May serve on the Executive Committee on Policy, Rules and Manuals; and,

c. Can suggest changes or improvements to this manual.

1-4. Organizational Priorities

1. The LU's main focus is on the three areas considered priorities for the organization. Every action and financial expenditure undertaken by the LU should clearly support one, some, or all of the three areas below:

a. Priority 1: Member Representation

i. Enforcement of 5 USC Chapter 71 (Labor Statute):

A. Employee rights;

B. Protection of bargaining units;

C. National Consultation Rights (NCR);

D. Union rights;

E. Weingarten rights;

F. Collective bargaining;

G. Unfair Labor Practices (ULP's); and,

H. Grievance and arbitration.

ii. Enforcement of other federal law and regulation:

A. Employee rights and benefits;

B. Dual-status requirements (10 USC § 10216);

C. Administrative action appeals;

D. Hours of duty; and,

E. Overtime compensation.

iii. (4Q 2026) Review of proposed regulatory and policy changes:

A. Federal-level (e.g., OPM, DoD, FLRA, etc.);

B. State-level (as applicable); and,

C. Local-level (as applicable).

b. Priority 2: Legislation and Political Action

i. Pursuit and enactment of statute and regulatory changes that result in an overall improvement to pay, benefits, and working conditions of our members, specifically, and the Federal Civil Service, in general;

ii. Protection and enhancement of Federal employment rights and protections, in general; and,

iii. To engage with, support, and/or oppose political candidates, parties and platforms.

c. Priority 3: Member Enhancement and Welfare

i. Provide access to affordable insurance products; and,

ii. Provide other assistance as is necessary and appropriate.

1-5. Recurring Requirements

1. In order to fulfill the Organizational Priorities in Subparagraph 1-4 the LU has certain recurring requirements that it must satisfy:

a. Financial Obligations

i. Per Capita Tax (PCT) payments;

ii. Payments to member benefit providers;

iii. Employee pay and benefits;

iv. Insurance costs;

v. Travel expenses;

vi. Meeting and conference expenses;

vii. Training expenses;

viii. Representational expenses; and,

ix. Good and welfare expenses

b. Representational Obligations

i. Contract negotiations;

ii. ULP's;

iii. Grievances and other complaints;

iv. Adverse action appeals; and,

v. Representative training.

c. Membership Related

i. Organizing;

ii. Communication; and,

iii. Other services.

Chapter 2

Standards of Conduct

2-1. Policy (4Q 2026)

1. To ensure that general members can have complete confidence in the integrity of the LU, each officer, Executive Board member, steward, employee, or other representative acting on behalf of the LU shall respect and adhere to the principles of ethical conduct listed in Subparagraph 2-2.

2. LIUNA Local 1776 officers, Executive Board members, stewards, and employees will complete initial Standards of Conduct Certification in the LU membership app (app.local1776.org) no later than (NLT) 30 days after their election, appointment, or initial full-time employment. Initial certification is completed by reviewing the Standards of Conduct in the app and accepting the *LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding* (Appendix B) electronically. The app records the date and time of each acceptance and notifies the Business Manager by email. Recurring certification will be accomplished in accordance with Subparagraph 2-1(3), below.

3. Refresher certification will be completed in the LU membership app each year during the months of the 1st and 4th Quarter LU meetings (March and December), and within 30 days after each regular election or appointment, by every officer, Executive Board member, steward, and employee. In each refresher period, each person will review the Standards of Conduct in the app and accept the *LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding* (Appendix B) electronically. The app records each acceptance and notifies the Business Manager by email. This cycle will be repeated after every election regardless of whether the individual has previously served in an office or position of the LU.

4. The requirements and restrictions contained in Subparagraph 2-2 are considered general principles and are not all inclusive.

2-2. General Principles

1. Representation is a matter of trust. Those covered by this manual:

a. <u>Shall</u>

i. Pledge to adhere to the LIUNA constitutions, federal, state and local laws, and other ethical guidelines above private/personal gain.

ii. Put forth honest effort in the performance of their duties.

iii. Act impartially and not give preferential treatment to any private or public organization, or individual.

iv. Protect and conserve LIUNA Local 1776 property and shall not use it for other than authorized activities.

v. Disclose waste, fraud, abuse, and corruption to appropriate authorities.

vi. Satisfy in good faith their obligations as citizens, including all just financial obligations, especially federal, state, and local taxes imposed by law.

vii. Adhere to all laws and manuals that provide equal opportunity for all Americans regardless of race, color, religion, gender, national origin, age, or handicap.

viii. Avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this Chapter. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

b. Shall Not

i. Hold financial interests that conflict with the performance of duty.

ii. Engage in financial transactions for personal gain using non-public LIUNA Local 1776 (insider) information or allowing the improper use of such information to further any private/personal interest.

iii. Solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the LIUNA Local 1776, or whose interests may be substantially affected by the performance or nonperformance of the LIUNA Local 1776 representative's duties, except as permitted by the LIUNA constitutions and/or federal law.

iv. Knowingly making unauthorized commitments or promises of any kind purporting to bind the LIUNA Local 1776.

v. Use their elected or nominated positions for private/personal gain.

vi. Engage in outside employment or activities, including seeking or negotiating for employment, that conflict with their official duties and responsibilities.

Chapter 3

Finances (3Q 2013)

3-1. Income, Regular and Recurring Disbursements

1. The LU's income source shall be from dues and income from other proper and lawful sources. The income shall be in amounts that are necessary to accomplish and take care of the obligations and requirements of the LU and the purposes for which the LU was established. The income shall be promptly deposited in such banks or depositories as are determined by the Executive Board of the LU.

2. The Executive Board shall have the authority to make commitments and disbursements at its discretion from the funds, assets, and property of the LU for the regular, recurrent and incidental expenses of the LU.

3. The Executive Board shall further have the authority to make commitments and disbursements in its discretion from the funds, assets and property of the LU for organizing, collective bargaining, contract administration, awards, gifts, donations, charitable contributions, political purposes, education, public relations, employee benefit plans for LU personnel and officers, legal expenses, and such other expenses and investments as it deems necessary or proper to carry out the objects and purposes of the Union.

4. (4Q 2026) Upon presentation of a budget by the Secretary-Treasurer to the Executive Board, and subsequent approval of such, the Secretary-Treasurer shall have authority to make electronic payments and disbursements for the regular, recurrent and incidental expenses of the LU, such as mortgage, leases, rent, taxes, salaries and other compensation, travel, allowances, reimbursements for expenses, utilities, telephone, maintenance, repairs, supplies, office equipment, obligations to the International Union, obligations to the District Council if so affiliated, and obligations to the LIUNA Staff and Affiliates Pension Fund, and to make such other payments as directed by the Executive Board.

3-2. Non-Regular and Non-Recurring Expenses (4Q 2026)

1. Request for non-regular or non-recurring fund expenditures may only be considered after an Executive Board member has put forth a motion, and said motion has been seconded for consideration, during a LU regularly scheduled quarterly meeting, unless a special meeting is convened for the purpose of entertaining non-regular and/or non-recurring expenditures of funds for a specific and necessary purpose.

2. Once a motion has received due consideration the Executive Board shall move to approve, disapprove, or table the matter. If approved, the motion shall be put forth in front of the members present at the membership meeting and either approved or disapproved by a majority vote of those present.

3. Motions shall be proposed verbally by an Executive Board member and should provide sufficient detail so that meaningful discussion can ensue, in order to be considered by the Executive Board. Members are also encouraged to submit a written version of their proposed motion to promote understanding of the proposal, and to facilitate recording of the motion into the official record. It is recommended that the following format be observed:

> Proposed Motion: Allocation of Funds
>
> A motion is made to request $_____ in funding to _____. This request for expenditure of funds complies with our Organizational Priorities in accordance with Sub-paragraph 1-4 of the Operating Manual, which is to promote the function and purpose of LIUNA Local 1776 and all employing agencies under its jurisdiction.

3-3. Bank Accounts

1. The LU Executive Board will designate a US-based National Bank as its primary banking institution. All non-investment funds will be deposited in accounts backed and guaranteed by the Federal Deposit Insurance Corporation (FDIC).

2. The types of accounts and the balances kept in each account will be determined and strictly monitored by the LU Executive Board upon recommendations made by the LU Secretary-Treasurer. Access to LU accounts will be in accordance with the LIUNA Uniform Local Constitution and approved Variances and Tolerances granted by the International Union.

3-4. Employee Pay and Benefits

1. The pay and benefits of LU employees shall be set by the Executive Board IAW applicable law, rule, regulation, LIUNA constitutions, and this manual.

2. Payroll or any other compensation-type disbursements will be made via direct deposit from the LU to an account designated by the employee.

3-5. Investment of Union Funds (4Q 2017)

1. The LU Executive Board may approve the purchase of zero-risk products, such as certificates of deposit, as a means of investing Local Union funds.

2. The investment of funds shall only be considered as part of an annual budget request.

3. Funds identified for investment shall be in addition to monies projected to be necessary and available for the operation of the Local.

4. The LU Executive Board shall establish, by separate charter, an Investment Policy Board prior to the consideration and/or approval of investing Local Union funds in any product that is not considered zero-risk.

3-6. Fiscal Year, Budget, and Financial Reporting (4Q 2026)

1. The fiscal year of the LU is January 1 through December 31.

2. The Business Manager/Secretary-Treasurer shall present the annual budget for each fiscal year at the 1st Quarter LU meeting.

3. Financial reporting is quarterly and covers the last full calendar quarter. Financial reports are prepared in QuickBooks and presented at each quarterly Executive Board and membership meeting through the LU membership app.

4. The LU shall elect three (3) Auditors, who shall perform the duties prescribed by the ULUC.

5. In addition to the elected Auditors, the LU shall contract with an independent Certified Public Accountant (CPA) to perform a review of the LU's finances each fiscal year.

Chapter 4

Travel Program and Reimbursable Expenses (3Q 2013)

4-1. Policy for Reimbursement of Expenses for Travel, Entertainment and Other Business Expense

1. (4Q 2026) LIUNA Local 1776 will establish rates for the reimbursements of official business expenses, and will reimburse an officer, Executive Board member, steward, employee, member, or any other individual acting at the request, on behalf, or under the authority of the LU for business related travel and entertainment expenditures that are necessary in the performance of his/her assigned duties. It is the intent that this policy applies to anyone requesting reimbursement from the LIUNA Local 1776.

2. Specific LU approval should be obtained prior to undertaking official travel on behalf of the LU unless the travel is in support of the individual's constitutionally described duties, or it is at the request of the LU in which case approval is implied; otherwise, expenses are incurred at the traveler's risk. The amount of total combined authorized travel reimbursements disbursed by the LIUNA Local 1776 during any fiscal year will be identified as a separate budget item in the Business Manager/Secretary-Treasurer's Annual Budget Proposal to be presented at the 1Q LU meeting of each fiscal year. The amount of travel monies approved in the annual budget may be adjusted as necessary during the fiscal year to account for expenditures exceeding the projected travel budget.

3. The Business Manager/Secretary-Treasurer shall be the approval authority for all travel reimbursement requests submitted to the LIUNA Local 1776, except his/her own. Approval for travel reimbursements submitted by the Business Manager/Secretary-Treasurer shall be the responsibility of the President, or any other delegated individual. Travel conducted for authorized purposes, pursuant to an approved annual budget, does not require individual approval.

4. Persons travelling on official LU business will be reimbursed for meals and incidentals on either a Per-Diem Rate or an Actual Expense Rate upon the completion of an Expense Report. The rate reimbursed will be based on the travel purpose and the position of the person travelling, and shall be determined by the LU Business Manager on a case-by-case basis:

> a. Per-Diem Rate. Reimbursements under this category are based on published Government Services Administration (GSA) rate set for the event location.
>
> b. Actual Expense Rate. Reimbursements under this category are not limited to the GSA published rate; however, the amount of meal reimbursements claimed should be reasonable and related to the travel purpose.

5. It is the responsibility of those approving reimbursement to ensure that:

a. Expenses are incurred for the benefit, or are in the best interest, of the LU.

b. Expenses are reasonable and incurred as outlined in this policy.

c. Documentation is complete, with original receipts to include the name, title, and organization for each person covered and the nature of the business discussion, meeting, etc. resulting in reimbursable expenses.

d. Reimbursement claims are to be submitted within 14 days of incurring an expense, or within 14 days upon returning from travel, but no later than 60 days. Per IRS Guidelines, reimbursements of expenses that are more than 60 days old are considered compensation and therefore subject to withholding taxes. In light of this IRS rule, such reimbursement requests will not be approved absent verifiable evidence that the failure to submit the claim for reimbursement was due to circumstances beyond the claimant's control.

e. The Internal Revenue Service requires specific documentation to support an employee's travel and entertainment expenses. Minimum documentation requirements include original receipts for any transportation or lodging expense, and original receipts for any other expenditure of $10 or more. Deviation from this policy may require the LU to include any reimbursements in the employee's taxable wages subject to applicable taxes/withholdings. For non-employees, deviation from this policy may require the LU to report reimbursements as miscellaneous income on IRS form 1099.

6. Any exceptions or special circumstances require the prior written approval of the Business Manager/Secretary-Treasurer and must include supporting documentation of the exception.

7. Reimbursable travel expenses are those which are incurred in the course of conducting official LU business. These include:

a. Transportation to and from the location of an authorized event. The mode and class of transportation used should be the most economical to the LU under the circumstances, taking into consideration distance to be traveled, dates of actual travel, any health or medical concerns of the traveler, and whether traveler will be conducting business enroute. These include:

i. Commercial Airline (CA): A copy of the traveler's itinerary and receipt is required for reimbursement. Frequent flier mileage accrues to the traveler.

ii. Personally owned vehicles (POVs): A POV may be used to conduct official travel when it is a net cost-benefit to the LU. When use of a POV is approved the LU will only reimburse actual mileage incurred. POV mileage reimbursement rates will be equal to the rates published by the U.S. General Services Administration (GSA). Vehicle operating costs including fuel, insurance, repairs, and maintenance are not reimbursable. Normally, individuals provided with an LU-Owned/Leased vehicle may not claim reimbursement for the use of a POV in

conjunction with official duties. The following restrictions also apply when using a POV:

A. (4Q 2017) Commuting Area: The geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work, as established by the Union based on the generally held expectations of the local community. For the purposes of LU-related travel, the standard commuting area will be set as sixty-five (65) miles one-way, or one-hundred and thirty (130) miles, total roundtrip from an individual's home of record (HOR) to the event.

B. (4Q 2017) Within Commuting Area: Mileage incurred while conducting official business during regular duty hours is reimbursable to the extent that the travel is in excess of the individual's normal daily travel requirement. For example, if a person normally travels twenty-five (25) miles each way from their home of record to their assigned work site, then only the mileage in excess of fifty (50) miles would be reimbursable. When POV is the authorized mode of transportation for multi-day events, and the individual commutes back and forth from their home of record to the event each day, the traveler will be reimbursed for mileage on each day of the event. When POV is not the authorized mode of transportation, but the individual chooses to drive their POV in lieu of other travel arrangements, then POV mileage will be based on what the authorized mode of travel would have been.

C. Outside Commuting Area: Normally when a person opts to use their POV for travel outside of their commuting area the LU will reimburse the actual mileage incurred unless another mode of travel is more economical. In cases where travelling by commercial air or the use of a rental car is more economical, the amount reimbursed for POV use will not exceed the cost of the most economical mode of transportation. However, exceptions to this provision may be considered on a case-by-case basis.

iii. Rental Cars: Car rental expenses are reimbursable when travelling outside of the Commuting Area, or when the requirement to travel while at a TDY location is such that using other ground transportation, like taxi cabs, is not practical or economical.

iv. (4Q 2026) Ground Transportation, Parking Fees, and Toll Charges: Preferred choices for ground transportation are shuttle service, credit-card enables taxi cabs and limousine service, or public transportation, whichever is most economical based on the circumstances. Taxi, limousine, or shuttle service should be used only when the round-trip cost of such service is less than the parking cost and/or

mileage reimbursement. Taxi fares, tolls, and parking costs require a receipt for reimbursement.

b. Lodging will be provided to facilitate attendance at official events that require a person to remain overnight at a location other than their residence. The original hotel bill along with proof of payment will be used as documentation for reimbursement. Any brand-specific reward received by the traveler in conjunction with a hotel loyalty program accrues to the employee.

i. Within Commuting Area: Events may require that a person secure overnight lodging in conjunction with their official duties even when the event takes place within their commuting area. In these circumstances the number of lodging nights reimbursed may not exceed the number of days for which the event was scheduled.

ii. Outside Commuting Area: For travel outside of the commuting area which requires lodging, the number of lodging nights reimbursed may not exceed the number of days for which the event was scheduled, plus two.

c. Meals and Incidental Expenses (M&IE), and Other Business-Related Expenses:

i. Personal meals are expenses incurred by a person when dining alone, or with their spouse (if authorized), while in a travel status, or by an individual who has paid the bill for others LU members who are also in a travel status. Incidental expenses include laundry, dry cleaning, and gratuity.

ii. (4Q 2026) Business meals and other business-related events are those involving multiple persons during which specific union business or discussion takes place (i.e., Executive Board and General Membership meetings), or which are held for entertainment purposes (e.g., event receptions or holiday gatherings), including events held for the purpose of fostering the morale, welfare, and recreation of LU employees and/or members. When these types of events take place, the senior officer, Executive Board member, employee, or member (in most circumstances) is responsible for paying and documenting the expense. Itemized receipts must be furnished for all business meals and other business-related events, regardless of whether the traveler is seeking reimbursement for expenses paid with personal funds or whether they used a LU-issued payment method.

iii. Reasonable expenses incurred for personal travel, including alcoholic beverages (in moderation) and gratuity, will be reimbursed when supported by a credit card charge receipt or a cash register receipt. Documentation must include amount, date, time, place, business purpose and the names of the people present.

iv. (4Q 2026) Receipts are required for all expenses, including personal M&IE purchases made while receiving a per-diem rate IAW Paragraph 4-1(4)(a). This requirement applies whether the expense is paid with personal funds, a LU Travel Card, or a LU credit card.

8. Guest Travel and Entertainment Expenses:

a. (4Q 2026) Executive Board Member Spouse: In accordance with Article IX, Section 3(a), of the Uniform Local Constitution full travel expenses may also be provided for a spouse who accompanies an Executive Board member in connection with the performance of the member's duties and responsibilities. LU Executive Board approval is required prior to authorizing the payment of spousal travel expenses in conjunction with a specific LU-sponsored event under this paragraph.

b. Other Guest(s): Guests are normally welcome to attend LU-sponsored social events. Members are encouraged to invite their immediate family (spouse/children), and/or significant others to accompany them to such events. Travel to and from the event, and any other expenses incurred as a result of their guest(s) attending shall be the sole responsibility of the member. Exceptions shall be considered on a case-by-case basis.

c. Members must notify the LU Business Manager or Event Coordinator of their intent to bring a guest(s) prior to attending any LU-sponsored social event.

9. Communication and Reproduction Services: Expenses incurred for telephone, fax, printing, and teleconferencing for business communications and meetings while conducting LU business are reimbursable.

10. Non-Reimbursable Expenses: The following is a general list of non-reimbursable expenses. The list is not all-inclusive.

a. Personal Insurance (i.e., travel, accidental, health, etc.);

Note: LU employees traveling on official business are covered against illness by their health insurance and against work-related accidents by the LU's worker's compensation insurance policy. All other LU members are covered against illness or peril by their own personal insurance.

b. Memberships, clubs, or organizations (e.g., airline, fitness, discount, retailers, credit cards, etc.);

c. Childcare;

d. Lodging costs for pets;

e. Car washes, except for LU-owned/leased vehicles;

f. Sightseeing or personal side trips (unless sponsored by the LU);

g. Personal care items such as toiletries or apparel. In the case that a person's luggage is delayed or lost by an air carrier and neither the air carrier nor the hotel provides replacement toiletries, a person may claim reimbursement for the purchase of basic hygienic items and undergarments;

h. Medication;

i. Personal entertainment; and,

j. Laundry services on trips less than three consecutive business days.

11. (4Q 2026) Employees using an LU-provided credit card must provide itemized receipts and documentation for all travel-related expenses covered herein, and must comply with the card reporting requirements in Paragraph 4-2.

12. Attendance Requirement: Persons travelling on behalf of the LU will be required to participate in all activities related to the event which necessitated the travel. This includes (but is not limited to) classes, training, conferences, meetings, receptions, and any/all other events for which the LU has incurred a cost as a result of the traveler's required or expected participation. A person who fails to participate in mandatory events may be denied reimbursement for some or all travel expenses claimed. The LU may also seek to recover any pre-paid costs incurred in anticipation of the person's attendance at the event. Participation includes attending social events (receptions, dinners, etc.) if a cost has already been incurred by the LU for a person's attendance at such an event.

13. Mandatory Membership Requirement (1Q 2017): A member who participates in an event for which travel funds are expended on their behalf, shall be required to remain a member in good standing for a minimum of two (2) years after completion of travel, unless involuntarily separated from their full-time employment. For the purposes of this section, a member who is activated for military service, whether voluntarily or involuntarily, is not considered to have involuntarily separated from their full-time employment and may need to make alternate payment arrangements in order to comply with this requirement. An individual may forgo this requirement by reimbursing Local 1776 the full cost of their travel. This requirement does not apply to staff or retirees working for Local 1776.

4-2. LU Travel Card Program

1. The LU Travel Card Program (TCP) is designed to improve the management and control of official travel and other expenditures thereby promoting the efficiency of the LU.

2. Cardholders:

a. Must use the travel card only for official travel expenses as outlined in this manual;

b. (4Q 2026) Must retain all travel card receipts; and,

c. Must submit a travel expense report IAW Paragraph 4-1(4).

3. Travel Cards will be pre-loaded with an amount of funds equal to the individual traveler's approved per diem and other necessary transportation expenses for a specific event. Regardless of the total amount pre-loaded, Travel Cards are restricted to a $750/day spending limit. Cardholders should contact the LU Business Manager if a higher spending limit may be required for a particular transaction or event.

4. If prompted by the merchant or point of sale terminal, please select the 'credit' option. LU Travel Cards do not have a PIN (Personal Identification Number) associated with them.

5. Travel Cards are not enabled for cash withdrawals. Travelers may not use a Travel Card to obtain cash from an Automated Teller Machine (ATM), Point-of-Sale (POS) device, or by any other means.

6. Travel Cards can be used to make business-related purchases at specific approved merchant categories and will decline if used at a merchant category that is not approved. Travel Cards may not be used for transactions on internet gambling sites or for any purpose which is prohibited by applicable federal, state, local law, statute, ordinance, or regulation. Travel Cards can only be used at the following types of establishments:

a. Public and non-profit retailers/vendors (post office, government agencies, etc.);

b. Automotive dealers;

c. Gas stations and convenience stores;

> Note: If the Tavel Card is used at an automated fuel dispenser (pay at the pump), the merchant may preauthorize the transaction amount up to $75.00 or more. This may cause the Travel Card to be declined, even if there is sufficient available balance to pay for a tank of gas. If the Travel Card is declined, pay for the gas inside with the cashier.

d. Grocery stores and other food retailers;

e. Restaurants (fast food and sit-down);

f. Retail stores (Office Depot, COSTCO, FedEx, UPS, etc.); and,

g. Travel and transportation.

Note: Travelers should be aware of car rental agency policies in regard to reserving a car with a debit or stored value card. These policies are usually posted on their website in the FAQ section.

7. (4Q 2026) Cardholders must read and sign the LU Travel Card Program Statement of Understanding electronically in the LU membership app once for each trip, before the Travel Card is issued or loaded for that trip.

8. Participation in the LU Travel Card Program may be revoked at any time.

9. (4Q 2026) Employees issued a LU credit card shall submit a monthly card report in the LU membership app listing every charge that is not part of an official trip, with the business purpose of each charge.

10. (4Q 2026) Each monthly card statement will be uploaded to the LU membership app and matched against the charges logged by the cardholder in trip expense reports and monthly card reports. The cardholder must explain any charge that was not reported within seven (7) days of being notified.

STATEMENT OF UNDERSTANDING
LU TRAVEL CARD PROGRAM (4Q 2026)

By signing electronically in the LU membership app, which I will do once for each trip, I certify that I have read Chapter 4 of the LIUNA Local 1776 Operating Manual. I understand that the LU Travel Card Program is designed to improve the management and control of LU travel and thereby promote our efficiency. I agree to abide by the instructions issued by the LU, and I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official business/travel.

I understand that I am being specifically directed to:

Initials

_____ Abide by all rules and regulations with respect to the charge card.
_____ Use the charge card for official travel expenses only.
_____ Pay for any/all unauthorized charges listed on the card report/statement.
_____ Notify the Business Manager of any problems associated with my use of the card.
_____ Notify the card issuer and the Business Manager if my charge card is lost or stolen.
_____ Log every charge in the LU membership app and explain any unreported charge within seven (7) days.

I also understand that failure on my part to abide by these rules or otherwise misuse the card will result in disciplinary action taken against me. I also acknowledge the right of the Business Manager to revoke or suspend my travel card privileges if I fail to abide by the terms of this agreement.

Card User	**Business Manager**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Date	Date

Chapter 5

LU Vehicle Program

5-1. General Policy

1. Authorized drivers of LU vehicles assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in this chapter.

2. LU vehicles are provided to support business activities and are to be used only by qualified and authorized LU representatives. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. Company vehicles may not be used for business activities of other entities.

3. LU drivers and anyone authorized to drive a LU vehicle must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Each driver must provide the LU with their driver's license number and date of birth. The cost of obtaining or renewing a driver's license is a personal expense.

4. Driver qualifications are as follows:

a. Authorized LU representative;

b. Must be at least 21 years of age;

c. Have at least one year of experience in the class of vehicle operated;

d. Must meet licensing requirements; and,

e. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:

i. Been convicted of a felony;

ii. Been convicted of sale, handling or use of drugs;

iii. Has automobile insurance canceled, declined or not renewed by a company;

iv. Been convicted of an alcohol- or drug-related offense while driving;

v. Had driver's license suspended or revoked;

vi. Been convicted of three or more speeding violations or one or more other serious violations; and,

vii. (4Q 2026) Been involved in three or more chargeable accidents.

5. An LU-provided vehicle which is used 100% for business purposes (except for allowable de minimis use) has no tax consequences or reporting. Records should be maintained to substantiate that all vehicle use was for business.

6. If an LU-provided vehicle is used for both business and personal purposes, substantiated business use is not taxable, but personal use is taxable to the driver as wages.

7. Mileage should be reported on a weekly basis. Separate records of business and personal mileage are required. If records are not provided then the value of all use of the automobile is reported wages to the driver, and the driver can then deduct any substantiated business use on their personal taxes.

8. Normally, LU representatives who have been provided a vehicle under this chapter may not submit claims for POV mileage reimbursement in conjunction with official business. Any exceptions or special circumstances require prior written approval of the Business Manager/Secretary-Treasurer and must include supporting documentation of the exception.

5-2. Review of Motor Vehicle Record

1. State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually on all drivers.

2. Driving privileges may be withdrawn or suspended at any time, and/or the LU vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment or duties.

5-3. Personal Use

1. LU vehicles are provided primarily for business purposes; however, occasional personal use is permitted. Personal use is a privilege extended only to the authorized representative. The privilege of personal use may be withdrawn at any time.

2. Restrictions on personal use:

a. Only authorized drivers may employ LU vehicles for personal use;

b. Use is only occasional; and,

c. Vehicle should not be used for towing purposes.

3. Any exceptions to the restrictions on personal use require advanced written approval by the LU Business Manager.

5-4. Preventive Maintenance and Upkeep

1. Authorized drivers are required to properly maintain their company vehicles at all times.

2. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

3. Drivers must ensure that all preventive maintenance required in the owner's manual is performed by an authorized dealer or other LU approved service provider. This includes regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement, fluid checks, and any other maintenance recommended by the manufacturer. Failure to ensure that required maintenance is performed may result in the driver having to reimburse the LU for any additional charges incurred related to improper maintenance.

4. Drivers will be responsible for ensuring LU-owned/leased vehicles are kept clean and in good repair. Vehicles will be professionally cleaned by a local automated car-wash establishment that provides inside and outside vehicle cleaning service, at least once per month, or more often if local conditions require. Drivers will be responsible for reimbursing the LU for any charges incurred at the end of the lease term for damage caused by a failure to maintain the vehicle clean and in good repair.

5. In conjunction with preventative maintenance and upkeep of vehicles, tobacco (i.e., cigarettes, cigars, dip, chew, etc.) and tobacco replacement (i.e., vaporizers, etc.) products will not be permitted to be used or consumed inside LU-owned/leased vehicles. Drivers will be responsible for reimbursing the LU for any charges incurred at the end of the lease term for damage caused by tobacco products. Damage includes a slight or overwhelming smell of tobacco inside the car cabin.

5-5. Traffic Violations

1. Fines for parking or moving violations, towing, storage, or impoundment while operating LU-owned/leased vehicles are the personal responsibility of the vehicle operator.

2. Each driver is required to report all moving violations involving LU owned/leased vehicles to the LU Business Manager immediately regardless of whether the violation occurred during business or personal use. Failure to report violations may result in revocation of driver privileges and possible termination of employment.

5-6. Accidents

1. Any incident involving LU vehicles must be reported immediately to local law enforcement and then to the LU Business Manager.

2. In the event of an accident:

a. Call 9-1-1 on **all** accidents – no exceptions;

b. Remain in your vehicle or in a safe location until first responders arrive;

c. Do not discuss the accident or engage in discussion with the other party/parties;

d. Do not provide **any** information to the other party/parties other than your name;

e. Let the police process the scene and cooperate with authorities as needed;

f. Do not attempt settlement, regardless of how minor;

g. Get name, address and phone number of injured person and witnesses, if applicable;

h. Exchange vehicle identification, insurance company name and policy numbers with the other party/parties once the police have completed their report;

i. Secure information on how to obtain the accident report;

j. (4Q 2026) Take photographs of the accident scene if possible; and,

k. (4Q 2026) Submit an incident report to the LU Business Manager via email to include:

i. Who was involved;

ii. What happened;

iii. When did it happen;

iv. Where did it happen;

v. Why did it happen; and,

vi. How did it happen.

5-7. Theft

1. In the event of the theft of a company vehicle, notify local police and the LU Business Manager immediately.

Chapter 6

Organization

6-1. Recognition, Charter, and Jurisdiction (4Q 2026)

1. The LU was created in order to gather under one banner all National Guard dual-status technicians (as defined by 32 USC 709), and Department of Defense (DoD) and National Guard Bureau (NGB) civilian employees, who are represented by LIUNA. Coverage is by employing agency rather than by state. The LU represents employees of the following employing agencies:

a. National Guard Bureau, including the Professional Education Center, Little Rock, Arkansas, and National Guard Bureau headquarters, Arlington, Virginia;

b. California National Guard;

c. Guam National Guard;

d. Illinois National Guard;

e. Louisiana National Guard;

f. Michigan National Guard;

g. Nevada National Guard;

h. New Mexico National Guard;

i. South Carolina National Guard;

j. South Dakota National Guard;

k. Utah National Guard; and,

l. Any other Department of Defense component, state or territory National Guard, or other employing agency subsequently affiliated with LIUNA Local 1776.

6-2. Operation and Meeting Frequency

1. The LU is chartered as a Local Union; as such it shall generally operate in accordance with the LIUNA Uniform Local Constitution (ULUC). However, the LU is a unique entity within LIUNA so adaptation of certain provisions of the LIUNA Uniform District Council Constitution (UDCC) is necessary in order for the LU to function effectively and efficiently.

2. Where it is determined by the LU Executive Board that the efficient and effective operation of the LU requires a modification to the provisions contained herein, or in the ULUC or UDCC, a variance and tolerance shall be requested from the International.

3. (4Q 2026) Pursuant to a variance granted by the International, the LU shall meet quarterly via teleconference. Each quarterly meeting shall consist of an Executive Board meeting followed by a membership meeting.

4. (4Q 2026) The third Tuesday of March, June, September, and December are established as the days on which the regular quarterly meetings take place. The Executive Board meeting shall begin at 7:00 p.m. Eastern Time, and the membership meeting shall follow immediately on the same teleconference.

6-3. Structure (4Q 2026)

1. Local 1776 is chartered as a Local Union of LIUNA, and it, along with all employing agencies under its jurisdiction, is aligned under the jurisdiction of the Pacific Southwest (PSW) Region.

2. While the PSW enjoys jurisdiction over the LU and the employing agencies under its jurisdiction, LU employees and representatives shall recognize the authority and jurisdiction of the LIUNA Vice-President and Regional Managers within whose boundaries they operate, and to the largest extent possible shall keep said Regional Vice Presidents and Regional Managers, or their duly appointed representatives, informed as to the activities taking place within the states/territories which fall within their jurisdiction.

Chapter 7

Officers and Executive Board (4Q 2026)

7-1. Nomination, Election, Qualification, and Term of Office (4Q 2026)

1. Notwithstanding the provisions of this chapter, the nomination, election, qualification, and term of office for officers and Executive Board members shall be in accordance with the ULUC.

2. Pursuant to a variance approved by the General President, the LU shall conduct nominations and elections of officers and Executive Board members via mail and electronic balloting. Nominations and elections shall comply with the ULUC and the Labor-Management Reporting and Disclosure Act (LMRDA).

3. Members shall nominate and elect officers and Executive Board members in accordance with the provisions of the ULUC. Every officer and Executive Board seat, including each agency seat listed in Subparagraph 7-2(2), shall be nominated and elected by all eligible members of the LU.

7-2. LU Officers and Executive Board (4Q 2026)

1. The officers of the LU shall consist of the President, Vice President, Business Manager/Secretary-Treasurer, Recording Secretary, Sergeant-at-Arms, and three (3) Auditors. The offices of Business Manager and Secretary-Treasurer are combined into a single office.

2. The Executive Board shall consist of the President, Vice President, Business Manager/Secretary-Treasurer, Recording Secretary, and one (1) Executive Board member for each employing agency represented by the LU, currently the following:

a. National Guard Bureau;

b. California National Guard;

c. Guam National Guard;

d. Illinois National Guard;

e. Louisiana National Guard;

f. Michigan National Guard;

g. Nevada National Guard;

h. New Mexico National Guard;

i. South Carolina National Guard;

j. South Dakota National Guard;

k. Utah National Guard.

Note: The Sergeant-at-Arms and the three (3) Auditors are officers of the LU but are not members of the Executive Board. Agency seats are elected by all eligible members, and more than one agency seat may be held by members employed by the same agency.

3. Officers shall fulfill all the requirements and duties outlined in the ULUC and UDCC, in this manual, and also the following:

a. President:

i. Shall preside over all meetings of the LU but shall delegate the duties of chairperson to the Business Manager/Secretary-Treasurer.

b. Business Manager/Secretary-Treasurer:

i. Shall be recognized as the official representative to all employing agencies represented by the LU and may delegate representational duties to stewards, as he/she sees fit, who will carry out those duties in accordance with Chapter 8.

ii. Shall chair all meetings of the LU, including every Executive Board meeting and every membership meeting.

7-3. Conduct of Business (4Q 2026)

1. The order of business of all meetings shall be as follows:

a. Roll Call of Officers, Executive Board Members, and Stewards;

b. Presentation of New Credentials;

Note: This period will be used to introduce newly elected officers and newly appointed stewards, and to recognize any visitors, such as guest speakers, and/or Local Union representatives.

c. Reading of Previous Minutes & Presentation of Communications and Bills;

d. Business Manager Report;

i. Activity;

ii. Organizing; and,

iii. Political.

e. Report of Executive Board and Chief Stewards;

f. Financial Report;

g. New and Unfinished Business;

h. Good & Welfare; and,

i. Adjournment.

2. Any new business may only be considered after an Executive Board Member has put forth a motion, and said motion has been seconded for consideration, during a regular or special meeting. Motions may be approved, disapproved, or tabled for consideration at a subsequent meeting. Only motions that are approved may be presented to the members present at the membership meeting for final action.

3. Once a motion has received due consideration, the Executive Board shall move to approve, disapprove, or table the matter. If approved by the Executive Board, the motion shall be put forth in front of the members present at the membership meeting that follows, and either approved, disapproved, or tabled for consideration by a majority vote of those present.

4. In order to be considered by the Executive Board, motions shall be proposed verbally by an Executive Board Member and should provide sufficient detail so that meaningful discussion can ensue. Executive Board Members are also encouraged to submit a written version of their proposed motion to promote understanding of the proposal, and to facilitate recording of the motion into the official record. It is recommended that the following format be observed:

Sample Proposed Motion: Allocation of Funds

A motion is made to request $_____ in funding to _____. This request for expenditure of funds complies with our Organizational Priorities in accordance with Sub-paragraph 1-4 of the Operating Manual, which is to promote the function and purpose of the LU.

Sample Proposed Motion: Other Business

A motion is made to request the LU take the following action:

_____

_____

_____
_____.

This request for expenditure of funds complies with our Organizational Priorities in accordance with Sub-paragraph 1-4 of the Operating Manual, which is to promote the function and purpose of the LU.

Chapter 8

Steward Program (4Q 2026)

8-1. Appointment and Removal

1. The Business Manager is charged with the day-to-day administration, oversight, and enforcement of collective bargaining agreements, and shall administer the Steward Program to provide representation to employees within each employing agency represented by the LU.

2. The Business Manager appoints, certifies, and removes all stewards. Any individual appointed as a steward shall be a member in good standing and qualified for the position. The Business Manager shall ensure stewards observe and respect the Constitutions and comply with the policies and guidelines set forth in this manual. A steward may be an officer or Executive Board member of the LU, but it is not a requirement.

3. The Business Manager may appoint a Chief Steward for an employing agency as needed. A Chief Steward oversees the stewards assigned to that agency. The Business Manager has final authority on all steward matters.

4. The Business Manager may remove a steward or Chief Steward at any time and without notice, for cause or for any other reason.

8-2. Duties

1. The Business Manager assigns individual representation cases to stewards. A steward shall represent the employee(s) in each assigned case in accordance with the LIUNA constitutions, the applicable collective bargaining agreement, and all other applicable rules, manuals, policies, practices, and laws.

2. Stewards shall ensure the provisions of all agreements are enforced and respected by all persons affected thereby within their agency. All instances of non-compliance which are not amicably adjusted shall be reported to the Business Manager.

3. Negotiations with employers are the responsibility of the Business Manager. Unless otherwise provided, negotiations shall be conducted through a Negotiating Committee selected by the Business Manager, of which the Business Manager shall be chairperson ex-officio.

4. A Chief Steward shall oversee the stewards assigned to their agency and coordinate the work of those stewards with the Business Manager.

8-3. Training and Certification

1. Stewards shall be members in good standing and shall be certified by the Business Manager as qualified to hold their position. Stewards not yet certified shall consult with the Business Manager on all representational matters.

2. The Business Manager trains stewards or arranges their training. Qualification requirements will be established by the Business Manager and certified by the Executive Board. At a minimum, stewards shall demonstrate training and/or experience concerning the role of stewards, the collective bargaining process, arbitration, the Labor Statute (5 USC Chapter 71), and other subject areas as the Business Manager deems necessary.

3. Certification must be accomplished within a reasonable period of time after appointment. Failure to achieve certification may result in termination of appointment.

8-4. Dress and Appearance

1. Stewards shall adhere to the dress code standards contained in Subparagraph 9-2.

8-5. Reporting Requirements

1. Each Chief Steward shall provide a periodic report to the Business Manager on the activities of the stewards within their agency, but no less than one report per month. In an agency with no Chief Steward, each steward shall report directly to the Business Manager on the same schedule. The report should include updates on:

a. Representational activities involving employees;

b. Meetings with management representatives;

c. Administrative and logistical issues; and,

d. Other topics.

2. Chief Stewards will also make a report to the Executive Board and the membership at each regular quarterly meeting IAW Paragraph 7-3(1)(e).

AGREEMENT
LU STEWARD PROGRAM (4Q 2026)

By accepting this agreement electronically in the LU membership app, I certify that I have read and agree to abide by the requirements set forth in Chapter 8 of the LIUNA Local 1776 Operating Manual. I understand that stewards are appointed, certified, assigned cases, and removed by the Business Manager, who has final authority on all steward matters.

I understand that, among other things, I am specifically required to:

Initials

_____ Represent the employees in each case assigned to me by the Business Manager.
_____ Ensure the provisions of all agreements are enforced and respected.
_____ Complete the training and certification required by the Business Manager.
_____ Meet with members on a regular basis.
_____ Attend all required meetings of the LU.
_____ Report as required by Chapter 8.
_____ Protect the privacy of member records IAW Paragraph 9-4.

I understand that failure on my part to fulfill my duties as outlined in this manual may result in disciplinary action taken against me, to include removal of driving and travel card privileges and possible removal from my position as a steward.

Steward	**Business Manager**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Date	Date

Chapter 9

General Conduct

9-1. Guidelines

1. Personnel acting on behalf of the LU, in any capacity, are subject to the provisions of this manual at all times. LU representatives shall conduct themselves in a professional and courteous manner. Conduct that reflects negatively upon the LU, or which interferes with the LU's ability to fulfill its duties or carry out its business will be subject to administrative discipline in accordance with Chapter 10.

9-2. Dress and Appearance

1. Appropriate attire will be worn to correspond with the type of event in which a member is engaged in. Clothing and footwear should be clean, neat, functional, and free from offensive language/graphics. Members who fail to observe these dress standards may be prevented from participating in official activities. Representatives will observe the following dress guidelines:

> a. Travel Status: There are no dress or appearance restrictions for individuals who are exclusively in a travel status. Meaning, their only activity that day is travelling from/to their home of record and the location of an approved event, function, or activity. Personnel in a travel status are considered to be off-duty.
>
> b. LIUNA/LU Conferences, Training, Organizing and Representation: Members attending these functions are authorized casual wear. Individuals are authorized to wear a combination of jeans or khaki pants and polo or long-sleeve t-shirts with or without approved LIUNA Local 1776 logos. Shorts, flip-flops, and t-shirts are normally not allowed. Exceptions may be made on a case-by-case basis.
>
> c. Agency Hearings, Lobbying and other formal events or forums: Members involved in these types of functions should wear business attire such as a suit, sports coat with tie, pants suit, etc.

2. Personal grooming is extremely important. While there are no restrictions on facial hair or individual hair styles, individuals representing the LU will make sure their facial and hair styling choices are compatible with their duties.

9-3. Communications

1. (1Q 2011) The official mode of communication for the LU shall be via electronic mail. All individuals authorized to act on behalf of the LU in an official capacity shall be issued an account within the local1776.org domain and shall use this account to communicate with other LU members as well as representatives of other organizations to include management representatives. The LU domain uses Google© email and calendar.

2. Dissemination of general information to all members shall be accomplished via the LU website. The LU shall also make full use of social media sites such as Facebook and Twitter.

3. (4Q 2026) The LU membership app (app.local1776.org) is also an official mode of communication for the LU. Official notices, reports, forms, and the documents kept in the app library may be issued to members through the app.

9-4. Member Records and Privacy (4Q 2026)

1. The LU maintains member records in the LU membership app (app.local1776.org), a secure application. A member record may include the member's name, the last four digits of their Social Security number, date of birth, home address, employing agency, work location, branch of service (for dual-status technicians), position, length of membership, and membership status (such as active, suspended, or on military furlough).

2. Access to member records is limited as follows:

a. The Business Manager/Secretary-Treasurer has full access to all member records.

b. The President has read-only oversight access to all member records.

c. Stewards, including Chief Stewards, may view only the following information for members within their own employing agency: name, work location, branch of service (for dual-status technicians), position (when known), length of union membership, and status (such as suspended or on military furlough). Stewards may not view any other personal information, including Social Security number digits, date of birth, or home address.

d. When an employing agency provides the LU with a list of its employees, the list will be uploaded to the app, and stewards may view the same limited information for all employees within their own agency.

e. Member records may be disclosed to the International Union or the Department of Labor when required by the LIUNA constitutions or by law.

3. Persons with access to member records shall use them only for official LU business and shall not disclose them to anyone not authorized under this paragraph.

4. Member records are retained as follows:

a. No member record is destroyed by a single action. Removing a member from the active list places the record either in the Archive, where it is kept in full and hidden from the working list, or in the Deleted bin, where it is set aside and can still be recovered.

b. Each night, the app automatically archives a member whose dues are two (2) or more years in arrears. Members on military furlough are excluded from automatic archiving. An archived record is kept in full.

c. A four (4) year retention clock starts:

i. On January 1 following a member's last paid year, when the member lapses;

ii. In the year of a member's death; or,

iii. In the year a member is archived for any other reason (such as transfer, expulsion, or by hand).

d. Beginning February 1 of each year, the Business Manager/Secretary-Treasurer conducts an annual records review. Records whose four (4) year clock has run become eligible to move to the Deleted bin. The Business Manager/Secretary-Treasurer reviews each one and either approves the move or keeps the record for another year.

e. A record that has been in the Deleted bin for two (2) or more years becomes eligible for permanent deletion. Permanent deletion requires the approval of the President in addition to the Business Manager/Secretary-Treasurer. No record is permanently destroyed without the approval of both officers.

f. The record of any person who has ever held an office or position with the LU or at a higher level of LIUNA, including officers, Executive Board members, Auditors, Chief Stewards, and stewards, whether elected or appointed, current or past, is kept permanently and is never eligible for deletion.

5. Other records are retained as follows:

a. Representation case files are kept for six (6) years after the case is closed, and may then be permanently deleted only with the approval of both officers IAW Subparagraph 9-4(4)(e).

b. The app's audit trail, which records who entered or changed dues and membership data and when, is kept for six (6) years.

c. Election records, including membership and eligibility lists, nomination and election notices, ballots, return envelopes, and tally sheets, are kept for no less than one (1) year after the election, as required by the LMRDA.

d. Exported copies of member data are kept for one (1) year and then deleted, because they contain personal information.

e. Sent emails moved to Trash are permanently deleted after one (1) year in the Trash.

f. The app database is backed up daily, with each daily backup kept for seven (7) days, and weekly (on Sundays), with each weekly backup kept for fourteen (14) weeks. A monthly copy is kept off-site, outside the cloud provider. The live database is delete-protected.

6. Nothing in this paragraph authorizes the destruction of any record before the end of the retention period required by the LIUNA constitutions or federal law, including the requirement of 29 USC § 436 that records supporting the LU's annual financial reports be kept for no less than five (5) years after the reports are filed.

Chapter 10

Misconduct and Sub-Standard Performance

10-1. General

1. This chapter applies to matters of personal misconduct and job performance, only. This chapter is not intended to address criminal behavior. Internal administrative action may be taken to address criminal behavior; however, when a person is accused or is suspected of violating the law the LU will reserve the right to notify the agency with appropriate jurisdiction over the matter.

2. The procedures outlined in Article XI of the ULC shall normally be used to address conduct which violates the LIUNA constitutions. Otherwise, the provisions of this chapter will apply.

3. The LU Executive Board shall promptly consider all conduct-related and job performance matters which are brought to their attention and determine whether disciplinary action is warranted. Such actions will be administered fairly and impartially. All timelines are provided in calendar days.

4. Persons affiliated with the LU shall have the right to pursue their private lives without interference so long as such activities do not conflict with their responsibilities as representatives of the LU or the law.

10-2. Time Limitations on Initiating Administrative Action

1. Misconduct and sub-standard performance should be reported to the Executive Board within thirty (30) days after the alleged matter becomes known.

2. Upon receipt of a timely notice the Executive Board shall have thirty (30) days to review the alleged offense(s) reported and decide whether or not to initiate action. Investigations must be accomplished within the review period. This review period may be extended in thirty (30) day increments by providing notice to all parties concerned, except that the total review period may not exceed one hundred and eighty (180) days. However, failure to initiate action or issue charges prior to the review period expiring, or failure to provide notice of a time-extension, shall render the matter closed.

3. Action is initiated when the accused, or their representative, is informed by the Executive Board, in writing, of the alleged offense charged and that an investigation is pending to determine whether action is needed.

10-3. Like Penalties for Like Behavior

1. In determining the appropriate remedy, penalty, or punishment, the Executive Board must observe the principle of “like penalties for like behavior in like circumstance.” This means

penalties will be applied as consistently as possible. The Executive Board must establish the penalty selected does not clearly exceed the limits of reasonableness.

10-4. Investigations

1. Prior to making a determination as to whether or not action is warranted the Executive Board shall appoint an independent investigator to secure evidence, testimony, and determine the facts of the case.

2. The investigation shall, at a minimum, include an interview with both the accuser(s) and the accused. Upon completion, the investigator shall provide the Executive Board with a report of factual findings.

3. The investigator's report shall include all evidence and testimony gathered but shall be void of any hearsay testimony or other evidence which cannot be validated or corroborated as fact. The investigator will also refrain from providing their opinion or recommendation to the Executive Board. Rather, the investigation needs to stand on its own. It shall be the Executive Board's decision, based on the investigator's factual findings, as to whether further investigation is needed, or whether there is sufficient evidence to render a decision.

4. If the Executive Board determines that further investigation is necessary, the board may conduct their own fact finding and interviews, or they may appoint a new investigator, bearing in mind that the time limitations in 10-2(2) still apply.

10-5. Representation

1. A respondent shall be notified of their right to be represented by a person of their choosing when being questioned in regard to an administrative proceeding. When an interviewee makes a reasonable request for representation, questioning cannot take place until their representative is present either in person or via telephone.

2. When an individual waives their right to representation the investigator shall secure that waiver in writing prior to conducting an interview.

10-6. Executive Board Decision

1. Once an investigation is completed the Executive Board will have fifteen (15) days to review the report and render a decision. The Executive Board will notify the respondent(s), or their representative(s), whether administrative action will be taken or whether charges are being dismissed.

2. If action is being proposed then the notice will include the decision reached, the reasons for the decision, and (if necessary) instructions on how to appeal the decision. The notice will also include a copy of the investigator's report along with instructions on how to request copies or access to any evidence that was submitted by the investigator in support of their findings.

10-7. Appeal of Executive Board Decision

1. (4Q 2026) Upon receiving notice of an appeal the Executive Board shall convene a three-member Appeals Panel of members in good standing, selected by random draw. No member of the Executive Board, and no person involved in the case, may serve on the Appeals Panel. The Appeals Panel shall have thirty (30) days to review the case file and issue a decision. This review period may be extended in thirty (30) day increments by providing notice to both the appellant and the Executive Board, except that the total review period may not exceed one hundred and eighty (180) days. The review period may not be used to initiate a new investigation, nor should it be used to introduce new evidence or testimony. The Appeals Panel's sole charge will be to determine whether the Executive Board's decision was appropriate based on the record.

2. Once complete, the Appeals Panel shall report on the following:

    a. Whether sufficient evidence exists to support the Executive Board's decision;

    b. Whether the Executive Board's penalty is reasonable; and,

    c. Whether to affirm or adjust the penalty or dismiss the charges.

3. The Appeal's Panel decision is final.

Chapter 11

Staffing and Employment

11-1. General

1. This chapter establishes procedures to ensure:

    a. The LU is adequately staffed in order to fulfill all administrative and representational functions.

    b. That applicants for employment are given fair and impartial consideration.

2. All vacancies will be filled on the basis of merit and job-related factors only. Applicants shall not be disqualified or discriminated against for non-merit reasons such as race, color, political affiliation, religion, sexual orientation, gender, national origin, marital status, age, or non-disqualifying physical handicap.

11-2. Responsibilities

1. The Executive Board:

    a. Approves/disapproves staffing requests from the Business Manager. The approval process should not exceed thirty (30) days. Approval to hire staff shall not be unreasonably delayed or withheld as it may hinder operations.

    b. Approves/disapproves the appointment of individuals selected to fill vacancies.

    c. Delegates responsibilities under this chapter as necessary.

2. The LU Business Manager:

    a. Determines staffing needs and makes requests to the Executive Board in order to meet those requirements, to include salary and other compensation to be paid.

    b. Upon approval from the Executive Board, determines the process used to select the best candidates from among qualified applicants and reports selection to the Executive Board for final approval.

    c. Manages/Supervises all LU employees.

    d. Delegates responsibilities under this chapter as necessary.

11-3. Filling a Vacancy

1. When requesting that a position be advertised, the Business Manager will submit to the Executive Board the following information concerning the vacant position:

a. Title and location

b. Duties and responsibilities

c. Salary/compensation and benefits

2. Vacancy announcements should contain a detailed explanation of characteristics essential for satisfactory job performance. These factors will be determined prior to advertising a position and will be clearly stated in the vacancy announcement.

3. Conditions of employment are those requirements which are necessary in order to perform the duties of the position. When either condition of employment or requirements for continued position retention have been established, they will be included in the vacancy announcement. In addition, positions may have established requirements which must be met for continued retention (e.g., developmental training or travel requirements).

11-4. Uniform Services Employment and Reemployment Rights Act (USERRA)

1. An employee who performs duty with an active component (including active duty, active duty for training, or inactive duty for training), whether voluntary or involuntary, is entitled to be restored to the position he or she left, or would have attained had the employee not entered the uniformed service, provided the employee:

a. Gave the LU advance notice of departure except where prevented by military; circumstances.

b. Was released from uniformed service under honorable conditions;

c. Served no more than a cumulative total of five (5) years; and,

d. Applies for restoration within the appropriate time limits.

2. While on active duty, the LU will place the employee on a non-paid leave status unless the employee requests separation. Separation under these circumstances does not affect restoration rights. Uniformed service as defined in 38 USC § 4303(16) defines Armed Forces as the Army and Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty and any other category of persons designated by the President in time of war or emergency.

3. Some types of military service do not count toward the five (5) year limit for reemployment. Please refer to federal statutes regarding these types of activations.

4. Employees who serve in the uniformed services will be reemployed according to law.

5. Employees eligible for reemployment must be restored to a position with comparable pay and benefits to that which the employee would have reasonably attained had they not been absent due to military service.

6. Employees are not subject to a reduction in force while they are serving in the uniformed services.

7. Upon restoration, employees are generally treated as though they had never left. This means that time spent in the uniformed services counts for seniority, promotions, completion of probation, career tenure, retirement, and leave rate accrual.

8. Employees whose continuous active duty tour extends beyond five (5) years, and whose USERRA entitlements are not extended by Presidential directive, will lose any rights to restoration under this Chapter, and will be terminated from employment.

11-5. Hours of Work

1. The basic workweek is scheduled in consecutive five (5) day increments, normally Monday through Friday, followed by two (2) non-workdays outside of the basic workweek, normally Saturday and Sunday. LU employees are salaried so there shall be no restrictions on employees working in excess of forty (40) hours during any five (5) day period, nor will employees be eligible for overtime compensation.

2. The core working hours in each day of the basic workweek should normally be the same; however, employees are allowed sufficient latitude to determine their work schedule based on individual work-load, so long as they fulfill all their work requirements. Employees will coordinate their work schedule with the LU Business Manager.

3. The occurrence of holidays will not affect the designation of the basic workweek.

11-6. Annual (Personal) Leave

1. LU employees shall earn annual (personal) leave at a rate of twenty-one (21) days per calendar year. Leave is immediately available on January 1st of each year and may be taken in part or in full as the employee sees fit. Employees hired after January 1st shall have their leave prorated using the following formula:

a. 0.06 x no. of days left in the calendar year = rounded down to nearest whole day

2. Annual leave does not accrue and may not be carried forward from one year to another. Any portion not used by December 31st of each year shall be forfeited.

3. Annual leave may be used to cover employee periods of absence for any reason.

4. Leave may only be charged to cover absences which take place during scheduled workdays (Monday through Friday). No leave may be charged to cover absences occurring during non-workdays (Saturday and Sunday) or holidays.

5. Employees will coordinate annual leave requests with the LU Business Manager.

11-7. Sick (Medical) Leave

1. LU employees shall earn sick (medical) leave at a rate of fourteen (14) days per calendar year. Leave is immediately available on January 1st of each year and may be taken in part or in full as needed. Employees hired after January 1st shall have their leave prorated using the following formula:

a. 0.04 x no. of days left in the calendar year = rounded down to nearest whole day

2. Sick leave does not accrue and may not be carried forward from one year to another. Any portion not used by December 31st of each year shall be forfeited.

3. Sick leave is intended to insure against a loss of income when employees or members of their family are incapacitated by illness or injury. Family is defined as an employee's:

a. Spouses and parents thereof;

b. Children, including adopted children and spouses thereof;

c. Parents;

d. Brothers and sisters, and spouses thereof; or,

e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

4. Employees will coordinate sick leave requests with the LU Business Manager.

11-8. Military Leave

1. LU employees shall earn military leave at a rate of fourteen (14) days per calendar year. Leave is immediately available on January 1st of each year and may be taken in part or in full as needed. Employees hired after January 1st shall have their leave prorated using the following formula:

a. 0.04 x no. of days left in the calendar year = rounded down to nearest whole day

2. Military leave does not accrue and may not be carried forward from one year to another. Any portion not used by December 31st of each year shall be forfeited.

3. Employees may use accrued military leave for the performance of active duty, inactive-duty training, funeral honors duty, or state active duty in support of emergencies.

4. Employees may use accrued annual leave or leave without pay prior to using accrued military leave.

11-9. Holidays (4Q 2026)

1. LU Employees will adhere to the Office of Personnel Management (OPM) holiday observance schedule, as follows:

a. New Year's Day

b. Martin Luther King, Jr.'s Birthday

c. George Washington's Birthday (President's Day)

d. Memorial Day

e. Juneteenth National Independence Day

f. Independence Day

g. Labor Day

h. Columbus Day

i. Veterans Day

j. Thanksgiving Day

k. Christmas Day

2. In addition to the eleven (11) days observed by the OPM holiday schedule, LU employees may be entitled to additional holidays in observance of their religious faith or in observance of holidays specific to their local community. However, no LU employee shall be entitled to more than twelve (12) total days off per year in observance of holidays. Employees will coordinate non-Federal holiday observance with the LU Business Manager.

3. When a holiday falls on a non-workday (Saturday or Sunday) the holiday is usually observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

11-10. Compensation

1. In general, compensation for officers, employees, and other individuals hired or contracted by Local 1776 shall be set by the Executive Board IAW applicable law, rule, regulation, LIUNA constitutions, and this manual.

2. Compensation should be adequate and competitive in order to attract and retain qualified and competent individuals who will excel in the administration and representation of Local 1776 and its members.

3. Each officer and/or employee shall be offered a compensation package that, at a minimum, includes:

a. Base annual salary;

b. Benefits package to include:

i. Health and life insurance;

ii. Participation in the LIUNA Staff and Affiliates Pension; and,

iii. (4Q 2026) 401k (no matching provided).

c. Eligibility for incentive bonus awards to recognize and reward performance, longevity, or to incentivize the recruitment or retention of highly-qualified individuals for specific periods of time.

Chapter 12

Good & Welfare Program (1Q 2017)

12-1. General

1. A Good & Welfare Program is established which automatically allows the Business Manager the discretion to take action as follows:

a. Make a donation of $250.00 to alleviate the costs associated with death, a serious medical condition, or financial loss due to a natural disaster of any one of the following individuals or organizations:

i. A member in good standing when a spouse, child, or next of kin dies.

ii. The spouse or next of kin of a member in good standing who has died.

iii. The spouse or next of kin of a non-member who has died, and whose contribution to Local 1776 or to the United States of America merits recognition.

iv. A *bona fide* charitable organization designated by anyone of the recipients identified in i – iii.

b. In the case of death, purchase a flower arrangement for display at the deceased's viewing and funeral ceremony. The arrangement should not exceed $200.00 in total cost to include tax, delivery, and other customary fees associated with such purchases.

c. Direct monetary donations authorized by Sub-Paragraph (a) may not exceed $250.00. Recipients cannot opt to forgo the purchase of flowers in exchange for a higher monetary donation, but can choose one versus the other, or may opt to decline the entire benefit.

12-2. Promotional Items and Awards Fund (1Q 2017)

1. (4Q 2026) A promotional item and awards fund is established which allows the LU Business Manager to submit specific requests for the purchase of promotional items (i.e., shirts, pens, etc.) and awards for members to the LU Executive Board.

2. The amount of funds expended in any single calendar year may not exceed $13 multiplied by the average number of dues-paying members in the previous calendar year.

Chapter 13 (1Q 2017)

Organizers

13-1. Appointment (4Q 2026)

1. The Business Manager shall oversee the Organizer Program and make sure all individuals selected for the position are active or retired members in good standing and qualified for the position. The Business Manager shall also ensure Organizers observe and respect the Constitutions and comply with the policies and guidelines set forth in this manual. An Organizer may be an officer or Executive Board member of the LU, but it is not a requirement.

2. The Business Manager, at the advice or request of a Chief Steward, and with concurrence from the LU Executive Board, may appoint Organizers as the need arises in order to assist with the maintenance and expansion of the general membership base within each employing agency. The Organizer position is optional and may remain vacant.

3. Organizers serve under the supervision of the Business Manager and may be reprimanded and/or terminated for cause prior in accordance with the procedures outlined in Chapter 10.

13-2. Duties (4Q 2026)

1. The Business Manager shall oversee all Organizers appointed within each employing agency.

2. Organizers shall monitor all worksites within their jurisdiction in order to maintain a robust membership.

3. The Business Manager shall give the organizing report at each meeting of the LU as part of the Business Manager Report IAW Paragraph 7-3(1)(d). When Organizers are appointed, they shall report their organizing activities to the Business Manager for inclusion in that report, covering a period of not less than one (1) full quarter.

13-3. Qualification

1. Qualification requirements will be established by the Business Manager and certified by the Executive Board. Requirements will include certain required training and participation in events supported or sponsored by the LU, LIUNA, or other recognized entity. At a minimum, Organizers shall demonstrate training and/or experience concerning the role of stewards, the collective bargaining process, arbitration, the Labor Statute (5 USC Chapter 71), Local 1776 benefits, and other subject areas as the LU Business Manager deems necessary.

2. Certification must be accomplished within a reasonable period of time after election or appointment. Failure to achieve certification may result in termination of appointment.

13-4. Dress and Appearance

1. Organizers shall adhere to the dress code standards contained in Subparagraph 9-2.

Appendix A (4Q 2026)
References

Section 1
Required Publications

LIUNA International Union Constitution (September 2021)

LIUNA Uniform Local Union Constitution (September 2021)

LIUNA Uniform District Council Constitution

LIUNA Local 1776 Operating Manual

LIUNA Local 1776 Accounting and Finance Manual

Applicable Department of Labor and Internal Revenue Service Publications

Note: The LIUNA International Union Constitution, the Uniform Local Union Constitution, this Operating Manual, and the Accounting and Finance Manual are kept in the library of the LU membership app (app.local1776.org) and are available to all members.

Section 2
Prescribed Forms

LU Travel Voucher for Actual Expenses

LU Travel Voucher for Per Diem Expenses

LU Per Diem ME&I Calculator

LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding

LU Travel Card Program Statement of Understanding

LU Steward Program Agreement

Note: The Standards of Conduct Certification Statement of Understanding, the Travel Card Program Statement of Understanding, and the Steward Program Agreement are completed electronically in the LU membership app.

Section 3
Referenced Forms

No entry for this section.

Appendix B (4Q 2026)
LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding

LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding

I, _____, understand:

1. That each officer, Executive Board member, steward, and employee of LIUNA Local 1776 has a duty to acquaint himself or herself with each statute that relates to his or her ethical and other conduct as a representative of LIUNA Local 1776 and LIUNA.

2. The requirements set forth in LIUNA Uniform Constitutions as well as all other relevant laws, rules, and manuals that govern the Standards of Conduct of LU personnel.

3. That I review the Standards of Conduct and accept this Statement of Understanding electronically in the LU membership app at initial certification, in each refresher period, and after each election or appointment IAW Paragraph 2-1.

_____
Electronic Acceptance (LU Membership App)

_____
Date

Certification Record		
Date	Type (Initial, Refresher, or Post-Election)	App Confirmation Emailed to Business Manager

Glossary (4Q 2026)

Section I
Abbreviations

ATM
Automated Teller Machine

CA
California or Commercial Air

CPA
Certified Public Accountant

DFAS
Defense Finance and Accounting Service

DoD
Department of Defense

DOL
Department of Labor

FDIC
Federal Deposit Insurance Corporation

GSA
Government Services Administration

IAW
In Accordance With

IRS
Internal Revenue Service

IUC
International Union Constitution

LIUNA
Laborers International Union of North America

LMRDA
Labor-Management Reporting and Disclosure Act

LU

LIUNA Local 1776

NGB
National Guard Bureau

NLT
No Later Than

PEC
Professional Education Center

POV
Privately Owned Vehicle

TCP
Travel Card Program

UDCC
Uniform District Council Constitution

ULUC
Uniform Local Union Constitution

USC
United States Code

Section II
Terms

Commuting Area

The geographical area within a predetermined radial distance from the Activity in which a person can reasonably be expected to travel to and from work on a daily basis. The area is usually within one (1) to two (2) hours of the Employee's worksite.

Work Site

The work site of an LU officer, Executive Board member, steward, representative, member, or employee is the location where a person's primary duties are based out of.

LU Personnel

Any officer, Executive Board member, steward, employee, and Local members acting on behalf of the LU whose duty assignment is in some way authorized, funded, or controlled by the LU or

LIUNA. This includes any officer, employee (hired or contracted), or general member, retired or otherwise under the control or jurisdiction of the LU.

Chief Steward

A steward appointed by the Business Manager to oversee the stewards assigned to a particular employing agency.

Employing Agency

The organization that employs a member, such as a state or territory National Guard, the National Guard Bureau, or another Department of Defense component. Coverage, Executive Board seats, and steward assignments under this manual are organized by employing agency.

LU Membership App

The LU's secure membership application, located at app.local1776.org.

LIUNA Local 1776 Operating Manual

Change Log – 4Q 2026 Revision, effective November 14, 2026

This log lists every section changed from the January 1, 2023 edition. Each changed section is marked "(4Q 2026)" in the manual. The edition was adopted by the Business Manager/Secretary-Treasurer on November 14, 2026, while no Executive Board is seated, and is subject to ratification by the Executive Board at its first meeting. The Basis column shows why each change was needed: Constitution (to conform to the LIUNA constitutions), Federal law, Current operations (to match how the Local operates today), Correction (errors, numbering, and cross-references), or Adoption.

Variance items to confirm with the International

7-2.2 Executive Board	The Board is now built from officer seats plus one seat per employing agency (15 seats), and the Sergeant-at-Arms and Auditors sit outside it. This differs from the standard Executive Board in the Uniform Local Union Constitution. Confirm the existing variance covers it, or request one.
7-1.2 Mail and electronic balloting	The General President's variance was written for the election of delegates. Confirm it also covers officers and Executive Board members now that delegates are gone.
Removal of state delegates (7-1, 3-2.2, 7-3, 10-7)	The manual no longer provides for delegates. Where a LIUNA constitution requires delegates (for example, convention delegates), the constitution still governs, per the Compliance statement on the cover page.
6-2.3 / 6-2.4 Quarterly teleconference meetings	Cites a variance granted by the International. Keep a copy of the variance letter on file, and add its date to 6-2.3 when it is located.
10-7 Appeals Panel	The panel hears appeals under this manual's administrative process only. Charges for violating the LIUNA constitutions still follow the ULUC (10-1.2, unchanged).
9-4 Member records retention	Retention periods were set to meet 29 USC § 436 (records behind the annual financial reports kept at least five years after filing) and the LMRDA one-year rule for election records. Confirm that no LIUNA constitution or International policy requires a longer period.

Notes

11-9.2 Holiday cap	With Juneteenth added, the OPM schedule has 11 holidays, so the existing 12-day total cap leaves room for one religious or local holiday. Left unchanged.

Changes by section

Section	Old wording	New wording	Reason	Basis
Applicability	This manual applies to all LIUNA officers, delegates, and employees, and Local members serving on behalf of Local 1776.	(4Q 2026) This manual applies to all LIUNA officers, Executive Board members, stewards, and employees, and Local members serving on behalf of Local 1776.	Delegates removed (item 4); stewards replace State Representatives (item 5).	**Current operations**

Section	Old wording	New wording	Reason	Basis
Front matter – Adoption (new)	—	This edition supersedes the January 1, 2023 edition and is effective November 14, 2026. It was adopted by the Business Manager/Secretary-Treasurer while no Executive Board is seated, and is subject to ratification by the Executive Board at its first meeting. Sections changed in this edition are marked (4Q 2026).	Records the effective date and that the Business Manager/Secretary-Treasurer adopted this edition while no Executive Board is seated; the cover page names the Board as the approving authority, so ratification at its first meeting is noted.	**Adoption**
1-1.1	1. This manual establishes uniform guidelines for the operation of the Laborers International Union of North America (LIUNA) Local 1776 to ensure its officers, delegates, employees, members and all other representatives fulfill their obligations under the LIUNA constitutions.	1. (4Q 2026) This manual establishes uniform guidelines for the operation of the Laborers International Union of North America (LIUNA) Local 1776 to ensure its officers, Executive Board members, stewards, employees, members and all other representatives fulfill their obligations under the LIUNA constitutions.	Delegates removed (item 4); stewards added (item 5).	**Current operations**
1-3.2e	e. Oversees the Owned/Leased Vehicle Program; and,	e. Oversees the Owned/Leased Vehicle Program;	Punctuation only, to make room for new item g.	**Correction**
1-3.2f	f. Determines staffing/personnel needs and makes recommendations to the Executive Board to fulfill those requirements, to include salary and other compensation to be paid, and manages all staff.	f. Determines staffing/personnel needs and makes recommendations to the Executive Board to fulfill those requirements, to include salary and other compensation to be paid, and manages all staff; and,	Punctuation only, to make room for new item g.	**Correction**
1-3.2g (new)	—	g. (4Q 2026) Appoints, certifies, assigns cases to, and removes all stewards, and trains stewards or arranges their training, IAW Chapter 8.	Business Manager runs the Steward Program (item 5; Ben, 14 Nov 2026).	**Current operations**
1-3.3	3. LU officers, delegates, employees, members, and other representatives:	3. (4Q 2026) LU officers, Executive Board members, stewards, employees, members, and other representatives:	Delegates removed (item 4); stewards added (item 5).	**Current operations**
1-4.1a(iii)	iv. Review of proposed regulatory and policy changes:	iii. (4Q 2026) Review of proposed regulatory and policy changes:	Numbering gap fixed: ii was followed by iv (item 16).	**Correction**
2-1.1	1. To ensure that general members can have complete confidence in the integrity of the LU, each officer, delegate, employee, or other representative acting on behalf of the LU shall respect and adhere to the principles of ethical conduct listed in Subparagraph 2-2.	1. To ensure that general members can have complete confidence in the integrity of the LU, each officer, Executive Board member, steward, employee, or other representative acting on behalf of the LU shall respect and adhere to the principles of ethical conduct listed in Subparagraph 2-2.	Delegates removed (item 4); stewards added (item 5).	**Current operations**

Section	Old wording	New wording	Reason	Basis
2-1.2	2. LIUNA Local 1776 employees and representatives will receive initial Standards of Conduct Certification training no later than (NLT) 30 days after the initial full-time appointment. This training will be annotated on the LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding (Appendix B) and filed in the member's personnel-folder. Recurring training will be accomplished in accordance with Subparagraph 2-1(3), below.	2. LIUNA Local 1776 officers, Executive Board members, stewards, and employees will complete initial Standards of Conduct Certification in the LU membership app (app.local1776.org) no later than (NLT) 30 days after their election, appointment, or initial full-time employment. Initial certification is completed by reviewing the Standards of Conduct in the app and accepting the LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding (Appendix B) electronically. The app records the date and time of each acceptance and notifies the Business Manager by email. Recurring certification will be accomplished in accordance with Subparagraph 2-1(3), below.	Initial certification moves to the app; covers officers, Board members, stewards and employees (item 10; Ben, 14 Nov 2026).	**Current operations**
2-1.3	3. Immediately after regular elections are completed, LU officers and delegates will be fully briefed of their responsibilities regarding the Standards of Conduct at the next regular meeting. Refresher briefings will be conducted each year during the 1Q and 4Q LU meetings and will be annotated in the "Refresher Briefing" section of the member's LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding (Appendix B). This cycle will be repeated after every election cycle regardless of whether the officer or delegate has previously served as an officer or delegate of the Council.	3. Refresher certification will be completed in the LU membership app each year during the months of the 1st and 4th Quarter LU meetings (March and December), and within 30 days after each regular election or appointment, by every officer, Executive Board member, steward, and employee. In each refresher period, each person will review the Standards of Conduct in the app and accept the LIUNA Local 1776 Standards of Conduct Certification Statement of Understanding (Appendix B) electronically. The app records each acceptance and notifies the Business Manager by email. This cycle will be repeated after every election regardless of whether the individual has previously served in an office or position of the LU.	Refresher done in the app in March and December plus after each election or appointment; "delegates" and "Council" removed (items 1, 4, 10).	**Current operations**
3-1.4	4. Upon presentation of a budget by the Secretary-Treasurer to the Executive Board, and subsequent approval of such, the Secretary-Treasurer shall have authority to make electronic payments and disbursements in IAW Section 2.1.3 of the Accounting and Finance Manual, for the regular, recurrent and incidental expenses of the LU, such as mortgage, leases, rent, taxes, salaries and other compensation, travel, allowances, reimbursements for expenses, utilities, telephone, maintenance, repairs, supplies, office equipment, obligations	4. (4Q 2026) Upon presentation of a budget by the Secretary-Treasurer to the Executive Board, and subsequent approval of such, the Secretary-Treasurer shall have authority to make electronic payments and disbursements for the regular, recurrent and incidental expenses of the LU, such as mortgage, leases, rent, taxes, salaries and other compensation, travel, allowances, reimbursements for expenses, utilities, telephone, maintenance, repairs, supplies, office equipment, obligations to the International Union, obligations to the District	Reference to Accounting and Finance Manual §2.1.3 deleted; the manual is listed in Appendix A and kept in the app library (item 16; Ben, 14 Nov 2026).	**Correction**

Section	Old wording	New wording	Reason	Basis
	to the International Union, obligations to the District Council if so affiliated, and obligations to the LIUNA Staff and Affiliates Pension Fund, and to make such other payments as directed by the Executive Board.	Council if so affiliated, and obligations to the LIUNA Staff and Affiliates Pension Fund, and to make such other payments as directed by the Executive Board.		
3-2.1	1. Request for non-regular or non-recurring fund expenditures may only be considered after an Executive Board Officer has put forth a motion, and said motion has been seconded for consideration, during a LU regularly scheduled quarterly meeting, unless a special meeting is convened for the purpose of entertaining non-regular and/or non-recurring expenditures of funds for a specific and necessary purpose.	1. Request for non-regular or non-recurring fund expenditures may only be considered after an Executive Board member has put forth a motion, and said motion has been seconded for consideration, during a LU regularly scheduled quarterly meeting, unless a special meeting is convened for the purpose of entertaining non-regular and/or non-recurring expenditures of funds for a specific and necessary purpose.	"Executive Board Officer" changed to "Executive Board member" to match 7-3.2: only Board members make motions (item 8).	**Correction**
3-2.2	2. Once a motion has received due consideration the Executive Board shall move to approve, disapprove, or table the matter. If approved the motion shall be put forth in front of the combined states delegation and either approved or disapproved by a majority vote.	2. Once a motion has received due consideration the Executive Board shall move to approve, disapprove, or table the matter. If approved, the motion shall be put forth in front of the members present at the membership meeting and either approved or disapproved by a majority vote of those present.	"Combined states delegation" replaced: members present at the membership meeting vote by majority (item 4; Ben, 14 Nov 2026).	**Current operations**
3-2.3	3. Motions shall be proposed verbally and should provide sufficient detail so that meaningful discussion can ensue, in order to be considered by the Executive Board. Members are also encouraged to submit a written version of their proposed motion to promote understanding of the proposal, and to facilitate recording of the motion into the official record. It is recommended that the following format be observed:	3. Motions shall be proposed verbally by an Executive Board member and should provide sufficient detail so that meaningful discussion can ensue, in order to be considered by the Executive Board. Members are also encouraged to submit a written version of their proposed motion to promote understanding of the proposal, and to facilitate recording of the motion into the official record. It is recommended that the following format be observed:	States that motions come from Board members, matching 7-3.4 (item 8).	**Correction**
3-2.3 (motion template)	A motion is made to request $_____ in funding to _____. This request for expenditure of funds complies with our Organizational Priorities in accordance with Sub-paragraph 1-4 of the Operating Manual, which is to promote the function and purpose of the National Guard Council and all states under its jurisdiction.	A motion is made to request $_____ in funding to _____. This request for expenditure of funds complies with our Organizational Priorities in accordance with Sub-paragraph 1-4 of the Operating Manual, which is to promote the function and purpose of LIUNA Local 1776 and all employing agencies under its jurisdiction.	Name corrected from "National Guard Council" (item 1); states replaced by employing agencies (item 2).	**Current operations**

Section	Old wording	New wording	Reason	Basis
3-6 (new section)	— (the manual never stated the fiscal year, reporting cycle, or audit method)	3-6. Fiscal Year, Budget, and Financial Reporting (4Q 2026) 1. The fiscal year of the LU is January 1 through December 31. 2. The Business Manager/Secretary-Treasurer shall present the annual budget for each fiscal year at the 1st Quarter LU meeting. 3. Financial reporting is quarterly and covers the last full calendar quarter. Financial reports are prepared in QuickBooks and presented at each quarterly Executive Board and membership meeting through the LU membership app. 4. The LU shall elect three (3) Auditors, who shall perform the duties prescribed by the ULUC. 5. In addition to the elected Auditors, the LU shall contract with an independent Certified Public Accountant (CPA) to perform a review of the LU's finances each fiscal year.	Items 9 and 12: fiscal year Jan 1–Dec 31, budget at the 1st-quarter meeting, quarterly QuickBooks reports through the app; three elected Auditors plus a yearly CPA review (Ben, 14 Nov 2026).	**Constitution (Auditors) and current operations**
4-1.1	1. LIUNA Local 1776 will establish rates for the reimbursements of official business expenses, and will reimburse an officer, delegate, employee, member, or any other individual acting at the request, on behalf, or under the authority of the LU for business related travel and entertainment expenditures that are necessary in the performance of his/her assigned duties. It is the intent that this policy applies to anyone requesting reimbursement from the LIUNA Local 1776.	1. (4Q 2026) LIUNA Local 1776 will establish rates for the reimbursements of official business expenses, and will reimburse an officer, Executive Board member, steward, employee, member, or any other individual acting at the request, on behalf, or under the authority of the LU for business related travel and entertainment expenditures that are necessary in the performance of his/her assigned duties. It is the intent that this policy applies to anyone requesting reimbursement from the LIUNA Local 1776.	Delegates removed (item 4); stewards added (item 5).	**Current operations**
4-1.7c(ii)	ii. Business meals and other business-related events are those involving multiple persons during which specific union business or discussion takes place (i.e., Executive Board and General Membership meetings), or which are held for entertainment purposes (e.g., event receptions or holiday gatherings), including events held for the purpose of fostering the morale, welfare, and recreation of LU employees and/or members. When these types of events take place, the senior officer, delegate, employee, or member (in most circumstances) is responsible for paying and documenting the expense. Itemized receipts must be furnished for all business meals and other business-related	ii. (4Q 2026) Business meals and other business-related events are those involving multiple persons during which specific union business or discussion takes place (i.e., Executive Board and General Membership meetings), or which are held for entertainment purposes (e.g., event receptions or holiday gatherings), including events held for the purpose of fostering the morale, welfare, and recreation of LU employees and/or members. When these types of events take place, the senior officer, Executive Board member, employee, or member (in most circumstances) is responsible for paying and documenting the expense. Itemized receipts must be furnished for all business meals	Delegates removed (item 4).	**Current operations**

Section	Old wording	New wording	Reason	Basis
	events, regardless of whether the traveler is seeking reimbursement for expenses paid with personal funds or whether they used a LU-issued payment method.	and other business-related events, regardless of whether the traveler is seeking reimbursement for expenses paid with personal funds or whether they used a LU-issued payment method.		
4-1.7c(iv) (was vii)	vii. IAW federal law and IRS regulations, travelers issued a LU Travel Card IAW Paragraph 4-2, who are receiving a per-diem rate for travel IAW Section Paragraph 4-1(4)(a), do not need to provide receipts for personal M&IE purchases made while on official travel.	iv. (4Q 2026) Receipts are required for all expenses, including personal M&IE purchases made while receiving a per-diem rate IAW Paragraph 4-1(4)(a). This requirement applies whether the expense is paid with personal funds, a LU Travel Card, or a LU credit card.	Item 14: receipts now required for all expenses, including per-diem meals. Also fixes numbering gap iii→vii (item 16).	**Current operations**
4-1.7a(iv)	iv. Ground Transportation, Parking Fees, and Toll Charges: Preferred choices for ground transportation are shuttle service, credit-card enables taxi cabs and limousine service, or public transportation, whichever is most economical based on the circumstances. Taxi, limousine, or shuttle service should be used only when the round-trip cost of such service is less than the parking cost and/or mileage reimbursement. Non-credit card taxi fares require a receipt for reimbursement. Published tolls and verifiable parking costs are reimbursable without receipt.	iv. (4Q 2026) Ground Transportation, Parking Fees, and Toll Charges: Preferred choices for ground transportation are shuttle service, credit-card enables taxi cabs and limousine service, or public transportation, whichever is most economical based on the circumstances. Taxi, limousine, or shuttle service should be used only when the round-trip cost of such service is less than the parking cost and/or mileage reimbursement. Taxi fares, tolls, and parking costs require a receipt for reimbursement.	Tolls and parking now need a receipt, matching the all-receipts rule in 4-1.7c(iv) (item 14; Ben, 14 Nov 2026).	**Current operations**
4-1.8a	a. Executive Board Member and/or State Representative Spouse: In accordance with Article IX, Section 3(a), of the Uniform Local Constitution full travel expenses may also be provided for a spouse who accompanies an Executive Board member in connection with the performance of the member's duties and responsibilities. State Representatives shall also be extended the same benefit when it is determined that spouse travel expenses are appropriate. LU Executive Board approval is required prior to authorizing the payment of spousal travel expenses in conjunction with a specific LU-sponsored event under this paragraph.	a. (4Q 2026) Executive Board Member Spouse: In accordance with Article IX, Section 3(a), of the Uniform Local Constitution full travel expenses may also be provided for a spouse who accompanies an Executive Board member in connection with the performance of the member's duties and responsibilities. LU Executive Board approval is required prior to authorizing the payment of spousal travel expenses in conjunction with a specific LU-sponsored event under this paragraph.	State Representative sentence struck; spouse travel limited to Board members per the ULUC (item 5; Ben, 14 Nov 2026).	**Constitution**
4-1.11	11. Employees using an LU-provided credit card must provide itemized receipts and	11. (4Q 2026) Employees using an LU-provided credit card must provide itemized receipts and documentation for all travel-related expenses	Points cardholders to the new monthly card report and	**Current operations**

Section	Old wording	New wording	Reason	Basis
	documentation for all travel-related expenses covered herein.	covered herein, and must comply with the card reporting requirements in Paragraph 4-2.	statement matching in 4-2 (item 14).	
4-2.2b	b. May need to retain all travel card receipts; and,	b. (4Q 2026) Must retain all travel card receipts; and,	"May need to" changed to "Must," to match the all-receipts rule (item 14).	**Current operations**
4-2.7	7. Cardholders must read and sign the LU Travel Card Program Statement of Understanding prior to being issued a credit card.	7. (4Q 2026) Cardholders must read and sign the LU Travel Card Program Statement of Understanding electronically in the LU membership app once for each trip, before the Travel Card is issued or loaded for that trip.	Item 14: Statement of Understanding signed electronically in the app, once per trip.	**Current operations**
4-2.9 (new)	—	9. (4Q 2026) Employees issued a LU credit card shall submit a monthly card report in the LU membership app listing every charge that is not part of an official trip, with the business purpose of each charge.	Item 14: monthly card report in the app for charges that belong to no trip.	**Current operations**
4-2.10 (new)	—	10. (4Q 2026) Each monthly card statement will be uploaded to the LU membership app and matched against the charges logged by the cardholder in trip expense reports and monthly card reports. The cardholder must explain any charge that was not reported within seven (7) days of being notified.	Item 14: statements uploaded and matched; unreported charges explained within 7 days.	**Current operations**
Ch 4 Statement of Understanding	By signing below, I certify that I have read Chapter 4 of the LIUNA Local 1776 Local 1776 Operations Manual. I understand that the LU Travel Card Program is designed to improve the management and control of LU travel and thereby promote our efficiency. I agree to abide by the instructions issued by the LU, and I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official business/travel.	By signing electronically in the LU membership app, which I will do once for each trip, I certify that I have read Chapter 4 of the LIUNA Local 1776 Operating Manual. I understand that the LU Travel Card Program is designed to improve the management and control of LU travel and thereby promote our efficiency. I agree to abide by the instructions issued by the LU, and I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official business/travel.	Item 14: signed electronically in the app once per trip; duplicate "Local 1776" and manual title corrected.	**Current operations**
Ch 4 Statement of Understanding (new line)	—	_____ Log every charge in the LU membership app and explain any unreported charge within seven (7) days.	Item 14: cardholder logging and 7-day explanation rule.	**Current operations**

Section	Old wording	New wording	Reason	Basis
5-1.4e(vii)	vi. Been involved in three or more chargeable accidents.	vii. (4Q 2026) Been involved in three or more chargeable accidents.	Duplicate numeral fixed: two items were numbered vi.	**Correction**
5-6.2j	i. Take photographs of the accident scene if possible; and,	j. (4Q 2026) Take photographs of the accident scene if possible; and,	Duplicate letter fixed: two items were lettered i.	**Correction**
5-6.2k	j. Submit an incident report to the LU Business Manager via email to include:	k. (4Q 2026) Submit an incident report to the LU Business Manager via email to include:	Relettered after fixing the duplicate i.	**Correction**
6-1.1	1. The LU was created in order to gather all National Guard technicians (as defined by 32 USC 709) that are represented by LIUNA in the following states under one banner: a. Arkansas; b. California; c. Illinois; d. Louisiana; e. Michigan; f. New Mexico; g. South Carolina; h. South Dakota; i. Utah; and, j. Any other state, territory, or entity subsequently affiliated with LIUNA Local 1776.	1. The LU was created in order to gather under one banner all National Guard dual-status technicians (as defined by 32 USC 709), and Department of Defense (DoD) and National Guard Bureau (NGB) civilian employees, who are represented by LIUNA. Coverage is by employing agency rather than by state. The LU represents employees of the following employing agencies: a. National Guard Bureau, including the Professional Education Center, Little Rock, Arkansas, and National Guard Bureau headquarters, Arlington, Virginia; b. California National Guard; c. Guam National Guard; d. Illinois National Guard; e. Louisiana National Guard; f. Michigan National Guard; g. Nevada National Guard; h. New Mexico National Guard; i. South Carolina National Guard; j. South Dakota National Guard; k. Utah National Guard; and, l. Any other Department of Defense component, state or territory National Guard, or other employing agency subsequently affiliated with LIUNA Local 1776.	Item 2: Arkansas removed; Nevada, Guam and the National Guard Bureau added; coverage is now by employing agency, including PEC Little Rock and NGB Arlington.	**Current operations**
6-2.3	3. (3Q 2013) The LU shall meet quarterly at a reasonable time, date, and location. Budget permitting, two meetings shall be face-to-face and two meetings shall take place via teleconference.	3. (4Q 2026) Pursuant to a variance granted by the International, the LU shall meet quarterly via teleconference. Each quarterly meeting shall consist of an Executive Board meeting followed by a membership meeting.	Item 6: quarterly teleconference meetings under the International variance; the face-to-face language is deleted.	**Current operations**
6-2.4	4. (3Q 2015) Effective January 1, 2016, the third Tuesday of March and September are established as the days on which the regular 1st and 3rd Quarterly meetings take place. The meetings shall take place via teleconference, and the times of each meeting shall be set for 7pm Eastern Standard Time (EST).	4. (4Q 2026) The third Tuesday of March, June, September, and December are established as the days on which the regular quarterly meetings take place. The Executive Board meeting shall begin at 7:00 p.m. Eastern Time, and the membership meeting shall follow immediately on the same teleconference.	Item 6: dates set for all four quarters, Board meeting then membership meeting on the same call (Ben, 14 Nov 2026).	**Current operations**

Section	Old wording	New wording	Reason	Basis
6-3.1	1. Local 1776 is a chartered as Local Union of LIUNA, and it along with all affiliated states/territories is aligned under the jurisdiction of the Pacific Southwest (PSW) Region.	1. Local 1776 is chartered as a Local Union of LIUNA, and it, along with all employing agencies under its jurisdiction, is aligned under the jurisdiction of the Pacific Southwest (PSW) Region.	"Affiliated states/territories" replaced by employing agencies (item 2); grammar corrected.	**Current operations**
6-3.2	2. While the PSW enjoys jurisdiction over the LU and its affiliated states/territories, LU employees and representatives shall recognize the authority and jurisdiction of the LIUNA Vice-President and Regional Managers within whose boundaries they operate, and to the largest extent possible shall keep said Regional Vice Presidents and Regional Managers, or their duly appointed representatives, informed as to the activities taking place within the states/territories which fall within their jurisdiction.	2. While the PSW enjoys jurisdiction over the LU and the employing agencies under its jurisdiction, LU employees and representatives shall recognize the authority and jurisdiction of the LIUNA Vice-President and Regional Managers within whose boundaries they operate, and to the largest extent possible shall keep said Regional Vice Presidents and Regional Managers, or their duly appointed representatives, informed as to the activities taking place within the states/territories which fall within their jurisdiction.	"Affiliated states/territories" replaced by employing agencies (item 2). Regional boundaries are still geographic, so the last sentence keeps "states/territories."	**Current operations**
Chapter 7 (title)	Delegates and Officers	Officers and Executive Board (4Q 2026)	Delegates no longer exist (item 4).	**Current operations**
7-1.1	1. Notwithstanding the provisions of this chapter, the nomination, election, qualification, and term of office for officers and delegates shall be in accordance with the ULUC.	1. Notwithstanding the provisions of this chapter, the nomination, election, qualification, and term of office for officers and Executive Board members shall be in accordance with the ULUC.	Delegates removed (item 4).	**Current operations**
7-1.2	2. Pursuant to a variance approved by the General President, the LU shall conduct nominations and elections of delegates via mail and electronic balloting. Nominations and elections shall comply with the ULUC and the Labor-Management Reporting and Disclosure Act (LMRDA).	2. Pursuant to a variance approved by the General President, the LU shall conduct nominations and elections of officers and Executive Board members via mail and electronic balloting. Nominations and elections shall comply with the ULUC and the Labor-Management Reporting and Disclosure Act (LMRDA).	Delegates removed (item 4). FLAG: confirm the existing variance covers officers and Board members, not only delegates.	**Current operations**
7-1.3	3. Members in each affiliated state shall nominate and elect Delegates and Officers in accordance with the provisions of the ULUC.	3. Members shall nominate and elect officers and Executive Board members in accordance with the provisions of the ULUC. Every officer and Executive Board seat, including each agency seat listed in Subparagraph 7-2(2), shall be nominated and elected by all eligible members of the LU.	Item 4: no state-by-state elections; all eligible members vote for every seat (Ben, 14 Nov 2026).	**Current operations**
7-1.4	4. A person may hold elected office as either a delegate or officer, but not both, except that a	(deleted)	Delegates no longer exist (item 4).	**Current operations**

Section	Old wording	New wording	Reason	Basis
	delegate may also serve as Sergeant-at-Arms of the Executive Board.			
7-2.1	1. The officers of the LU shall consist of President, Vice President, Business Manager/Secretary-Treasurer, Recording Secretary, and Sergeant-at-Arms.	1. The officers of the LU shall consist of the President, Vice President, Business Manager/Secretary-Treasurer, Recording Secretary, Sergeant-at-Arms, and three (3) Auditors. The offices of Business Manager and Secretary-Treasurer are combined into a single office.	Three Auditors added and the combined office stated (items 3 and 12; Ben, 14 Nov 2026).	**Constitution (three elected Auditors) and current operations**
7-2.2	2. At a minimum, the Executive Board shall consist of the President, Vice President, Business Manager/Secretary-Treasurer, Recording Secretary, and such additional number of elected officers so that the total number of Executive Board members is equal to the number of states and/or territories affiliated with the LU.	2. The Executive Board shall consist of the President, Vice President, Business Manager/Secretary-Treasurer, Recording Secretary, and one (1) Executive Board member for each employing agency represented by the LU, currently the following: a. National Guard Bureau; b. California National Guard; c. Guam National Guard; d. Illinois National Guard; e. Louisiana National Guard; f. Michigan National Guard; g. Nevada National Guard; h. New Mexico National Guard; i. South Carolina National Guard; j. South Dakota National Guard; k. Utah National Guard. Note: The Sergeant-at-Arms and the three (3) Auditors are officers of the LU but are not members of the Executive Board. Agency seats are elected by all eligible members, and more than one agency seat may be held by members employed by the same agency.	Item 3: seats by employing agency (11 agency seats, including NGB) in addition to the four officer seats, 15 in total (Ben, 14 Nov 2026). FLAG: Board makeup differs from the ULUC standard; confirm a variance covers it.	**Current operations**
7-2.3b(i)	i. Shall be recognized as the official representative to all states/territories with which the LU is affiliated and may fulfill this requirement of office by delegating said duties to each State Representative (SR), as he/she sees fit, who will carry out all representational functions in accordance with Chapter 6.	i. Shall be recognized as the official representative to all employing agencies represented by the LU and may delegate representational duties to stewards, as he/she sees fit, who will carry out those duties in accordance with Chapter 8.	Broken cross-reference to "Chapter 6" fixed (now Chapter 8); State Representatives replaced by stewards (items 5 and 16).	**Correction (cross-reference) and current operations**
7-2.3b(ii)	ii. Shall serve as chairperson for all meetings of the LU.	ii. Shall chair all meetings of the LU, including every Executive Board meeting and every membership meeting.	Item 7: states directly that the Business Manager chairs all meetings.	**Current operations**
7-3.1a	a. Roll Call of Officers, Delegates, and/or State Representatives;	a. Roll Call of Officers, Executive Board Members, and Stewards;	Item 6: stewards replace delegates and State Representatives.	**Current operations**

Section	Old wording	New wording	Reason	Basis
7-3.1b (note)	Note: This period will also be used to recognize any visitors, such as guest speakers, and/or Local Union representatives.	Note: This period will be used to introduce newly elected officers and newly appointed stewards, and to recognize any visitors, such as guest speakers, and/or Local Union representatives.	Item 6: item b kept; it now covers new officers and stewards (Ben, 14 Nov 2026).	**Current operations**
7-3.1e	e. Report of Executive Board, Delegates, and/or State Representatives;	e. Report of Executive Board and Chief Stewards;	Item 5: the Chief Steward report replaces the State Representative report at meetings.	**Current operations**
7-3.2	2. Any new business may only be considered after an Executive Board Member has put forth a motion, and said motion has been seconded for consideration, during a regular or special meeting. Motions may be approved, disapproved, or tabled for consideration at a subsequent meeting. Only motions that are approved may be presented to the Delegates for final action.	2. Any new business may only be considered after an Executive Board Member has put forth a motion, and said motion has been seconded for consideration, during a regular or special meeting. Motions may be approved, disapproved, or tabled for consideration at a subsequent meeting. Only motions that are approved may be presented to the members present at the membership meeting for final action.	Delegates removed; members at the membership meeting take final action (item 4).	**Current operations**
7-3.3	3. Once a motion has received due consideration, the Executive Board shall move to approve, disapprove, or table the matter. If approved by the Executive Board, the motion shall be put forth in front of the Delegates at the next regularly scheduled General Membership meeting, and either approved, disapproved, or tabled for consideration by a majority vote of those present.	3. Once a motion has received due consideration, the Executive Board shall move to approve, disapprove, or table the matter. If approved by the Executive Board, the motion shall be put forth in front of the members present at the membership meeting that follows, and either approved, disapproved, or tabled for consideration by a majority vote of those present.	Item 4: members present at the membership meeting vote by majority (Ben, 14 Nov 2026).	**Current operations**
Chapter 8 (rewritten)	8-1. Selection and Term of Office 1. The Business Manager is charged with the day-to-day administration, oversight, and enforcement of collective bargaining agreements, and may appoint State Representatives in order to facilitate oversight of the LU's territory. 2. The Business Manager shall oversee the State Representative Program and make sure that any individual selected as State Representative is an active or retired member in good standing and qualified for the position. The Business Manager shall also ensure State Representatives observe and respect the Constitutions and comply with the policies and guidelines set forth	Chapter 8 – Steward Program (4Q 2026): 8-1. Appointment and Removal 1. The Business Manager is charged with the day-to-day administration, oversight, and enforcement of collective bargaining agreements, and shall administer the Steward Program to provide representation to employees within each employing agency represented by the LU. 2. The Business Manager appoints, certifies, and removes all stewards. Any individual appointed as a steward shall be a member in good standing and qualified for the position. The Business Manager shall ensure stewards observe and respect the Constitutions and comply with the	Item 5: State Representative program replaced by a Steward program. The Business Manager appoints, certifies, trains or arranges training, assigns cases and removes; Chief Stewards (one per agency, as needed) oversee their agency's stewards and report monthly and at meetings; negotiations stay with the Business Manager; steward shirts and the 8-6 benefits	**Current operations**

Section	Old wording	New wording	Reason	Basis
	in this manual. The State Representative may be a Delegate or Officer of the LU, but it is not a requirement. 3. The Business Manager may remove an individual appointed as State Representative at any time and without notice, for cause or for any other reason. 8-2. Duties 1. The State Representative shall be the recognized representative of their respective state/territory. It shall be the duty of the State Representative to ensure the affairs and business of the State are being properly conducted in accordance with LIUNA Constitutions and with all other applicable rules, manuals, policies, practices, and laws. 2. Specifically, but not limited to: a. Unless otherwise provided, negotiations with employers shall be through a Negotiating Committee of the State selected by the State Representative, of which the State Representative shall be chairperson ex-officio; b. It shall be the duty of the State Representative to ensure the provisions of all agreements are enforced and respected by all persons affected thereby. All instances of non-compliance which are not amicably adjusted by the State Representative shall be reported to the LU Executive Board. 3. The State Representative shall have the authority to appoint and supervise Stewards in accordance with Chapter 8. 4. The State Representative shall monitor all worksites within his/her jurisdiction in order to ascertain whether or not work is progressing in accordance with established conditions. 5. The State Representative shall be charged with the responsibility of protecting the craft jurisdiction within the territory entrusted to the state by the LU. 6. The State Representative shall use all proper and lawful means of organizing the work coming within the territorial and craft jurisdiction of the State. 7. At each meeting of the LU, and at such other times as the Executive Board shall require, the State Representative shall make an activity report which shall include the activities of any assistants and which shall include, but shall not be limited to, organizing, political action and, where applicable, training and apprenticeship. 8-3. Qualification 1. (1Q	policies and guidelines set forth in this manual. A steward may be an officer or Executive Board member of the LU, but it is not a requirement. 3. The Business Manager may appoint a Chief Steward for an employing agency as needed. A Chief Steward oversees the stewards assigned to that agency. The Business Manager has final authority on all steward matters. 4. The Business Manager may remove a steward or Chief Steward at any time and without notice, for cause or for any other reason. 8-2. Duties 1. The Business Manager assigns individual representation cases to stewards. A steward shall represent the employee(s) in each assigned case in accordance with the LIUNA constitutions, the applicable collective bargaining agreement, and all other applicable rules, manuals, policies, practices, and laws. 2. Stewards shall ensure the provisions of all agreements are enforced and respected by all persons affected thereby within their agency. All instances of non-compliance which are not amicably adjusted shall be reported to the Business Manager. 3. Negotiations with employers are the responsibility of the Business Manager. Unless otherwise provided, negotiations shall be conducted through a Negotiating Committee selected by the Business Manager, of which the Business Manager shall be chairperson ex-officio. 4. A Chief Steward shall oversee the stewards assigned to their agency and coordinate the work of those stewards with the Business Manager. 8-3. Training and Certification 1. Stewards shall be members in good standing and shall be certified by the Business Manager as qualified to hold their position. Stewards not yet certified shall consult with the Business Manager on all representational matters. 2. The Business Manager trains stewards or arranges their training. Qualification requirements will be established by the Business Manager and certified by the Executive Board. At a minimum, stewards shall demonstrate training and/or experience concerning the role of stewards, the collective bargaining process, arbitration, the Labor Statute (5 USC Chapter	(dues waiver and dental) deleted; the broken 8-2.3 cross-reference is gone with the old text (Ben, 14 Nov 2026).	

Section	Old wording	New wording	Reason	Basis
	2017) State Representatives shall be members in good standing and shall be certified by the LU Business Manager as qualified to hold their position. Those not fully certified to act as State Representatives shall consult with either the LU Business Manager on all representational matters related to their jurisdiction. 2. Qualification requirements will be established by the LU Business Manager and certified by the LU Executive Board. Requirements will include certain required training and participation in events supported or sponsored by Local 1776 or other recognized entity. At a minimum, State Representatives shall demonstrate training and/or experience concerning the role of stewards, the collective bargaining process, arbitration, the Labor Statute (5 USC Chapter 71), and other subject areas as the LU Business Manager deems necessary. 3. Certification must be accomplished within a reasonable period of time after appointment. Failure to achieve certification may result in termination of appointment. 8-4. Dress and Appearance 1. State Representatives shall adhere to the dress code standards contained in Subparagraph 9-2. 2. The LU shall provide State Representatives with certain apparel items that should be worn during the performance of their duties so as to promote a consistent and professional appearance when representing our organization. These items will include short and long sleeve t-shirts, polo shirts, and other items as they become available. Clothing items required to be worn during the course of business shall be replaced on a fair wear and tear basis. 8-5. Reporting Requirements 1. Each State Representative shall provide a periodic update to the Business Manager, but no less than one report per month. The report should include updates on: a. Representational activities involving employees; b. Meetings with management representatives; c. Administrative and logistical issues; and, d. Other topics. 2. State Representatives will also make a full report to the entire LU Executive Board during	71), and other subject areas as the Business Manager deems necessary. 3. Certification must be accomplished within a reasonable period of time after appointment. Failure to achieve certification may result in termination of appointment. 8-4. Dress and Appearance 1. Stewards shall adhere to the dress code standards contained in Subparagraph 9-2. 8-5. Reporting Requirements 1. Each Chief Steward shall provide a periodic report to the Business Manager on the activities of the stewards within their agency, but no less than one report per month. In an agency with no Chief Steward, each steward shall report directly to the Business Manager on the same schedule. The report should include updates on: a. Representational activities involving employees; b. Meetings with management representatives; c. Administrative and logistical issues; and, d. Other topics. 2. Chief Stewards will also make a report to the Executive Board and the membership at each regular quarterly meeting IAW Paragraph 7-3(1)(e).		

Section	Old wording	New wording	Reason	Basis
	the regular quarterly meetings. 8-6. Benefits 1. (3Q 2015) The LU shall waive the payment of dues for those members who have retired from the National Guard and are now serving as State Representatives (IAW Chapter 8 of the LU Operating Manual) without compensation. Their portion of per capita tax (PCT) owed to LIUNA shall be paid out of the General Funds. This provision does not apply to full-time employees of the LU who may be serving as an SR in addition to their full-time duties. 2. (3Q 2015) Effective January 1, 2016, and in those areas where an LU union-sponsored dental plans are available, the LU shall cover the payment of dental insurance premiums for those retired members (and their eligible dependents) who are serving as State Representatives without compensation. Their portion of said premiums shall be paid out of the program management fee collected from current dental subscribers. This provision does not apply to full-time employees of the LU who may be serving as an SR in addition to their full-time duties.			
Ch 8 Agreement form	By signing below I certify that I have read and agree to abide by the requirements set forth in Chapter 8 of the LIUNA Local 1776 Local 1776 Operations Manual. I understand that LU State Representatives shall be the recognized representatives of the individual States. It shall be the duty of the State Representative to ensure the affairs and business of the State are being properly conducted in accordance with LIUNA Constitutions and with all other applicable rules, manuals, policies, practices and laws. _____ Serve as chairperson ex-officio to all collective bargaining sessions within my territory. _____ Ensure the provisions of all agreements are enforced and respected. _____ Appoint, train and supervise stewards. _____ Monitor all worksites within my jurisdiction. _____ Protect the craft jurisdiction within the territory entrusted to the state by the LU. _____ Use all proper and lawful means of organizing the work coming within my territory. _____ Meet with members on a regular basis. _____ Attend all	By accepting this agreement electronically in the LU membership app, I certify that I have read and agree to abide by the requirements set forth in Chapter 8 of the LIUNA Local 1776 Operating Manual. I understand that stewards are appointed, certified, assigned cases, and removed by the Business Manager, who has final authority on all steward matters. _____ Represent the employees in each case assigned to me by the Business Manager. _____ Ensure the provisions of all agreements are enforced and respected. _____ Complete the training and certification required by the Business Manager. _____ Meet with members on a regular basis. _____ Attend all required meetings of the LU. _____ Report as required by Chapter 8. _____ Protect the privacy of member records IAW Paragraph 9-4.	Item 5: program agreement rewritten for stewards and signed electronically in the app (Ben, 14 Nov 2026).	**Current operations**

Section	Old wording	New wording	Reason	Basis
	required meetings of the LU. _____ Make an activity report to the LU Executive Board, as required by Chapter 8.			
9-3.3 (new)	—	3. (4Q 2026) The LU membership app (app.local1776.org) is also an official mode of communication for the LU. Official notices, reports, forms, and the documents kept in the app library may be issued to members through the app.	Item 15: membership app added as an official channel; local1776.org email stays official.	**Current operations**
9-4 (new section)	—	9-4. Member Records and Privacy (4Q 2026) 1. The LU maintains member records in the LU membership app (app.local1776.org), a secure application. A member record may include the member's name, the last four digits of their Social Security number, date of birth, home address, employing agency, work location, branch of service (for dual-status technicians), position, length of membership, and membership status (such as active, suspended, or on military furlough). 2. Access to member records is limited as follows: a. The Business Manager/Secretary-Treasurer has full access to all member records. b. The President has read-only oversight access to all member records. c. Stewards, including Chief Stewards, may view only the following information for members within their own employing agency: name, work location, branch of service (for dual-status technicians), position (when known), length of union membership, and status (such as suspended or on military furlough). Stewards may not view any other personal information, including Social Security number digits, date of birth, or home address. d. When an employing agency provides the LU with a list of its employees, the list will be uploaded to the app, and stewards may view the same limited information for all employees within their own agency. e. Member records may be disclosed to the International Union or the Department of Labor when required by the LIUNA constitutions or by law. 3. Persons with access to member records shall use them only for official LU business and shall not disclose them	Item 13: member records and privacy. The President has read-only oversight access. Access rules and retention modeled on Post 307 and adapted for the Local: 4-year clock instead of 3 so nothing is purged before the 29 USC § 436 five-year window ends; Business Manager/Secretary-Treasurer and President sign off; no automatic archive for members on military furlough; permanent keep covers stewards; audit trail and case files kept 6 years; election records kept at least 1 year (Ben, 14 Nov 2026).	**Federal law (29 USC § 436; LMRDA election records) and current operations**

Section	Old wording	New wording	Reason	Basis
		to anyone not authorized under this paragraph. 4. Member records are retained as follows: a. No member record is destroyed by a single action. Removing a member from the active list places the record either in the Archive, where it is kept in full and hidden from the working list, or in the Deleted bin, where it is set aside and can still be recovered. b. Each night, the app automatically archives a member whose dues are two (2) or more years in arrears. Members on military furlough are excluded from automatic archiving. An archived record is kept in full. c. A four (4) year retention clock starts: i. On January 1 following a member's last paid year, when the member lapses; ii. In the year of a member's death; or, iii. In the year a member is archived for any other reason (such as transfer, expulsion, or by hand). d. Beginning February 1 of each year, the Business Manager/Secretary-Treasurer conducts an annual records review. Records whose four (4) year clock has run become eligible to move to the Deleted bin. The Business Manager/Secretary-Treasurer reviews each one and either approves the move or keeps the record for another year. e. A record that has been in the Deleted bin for two (2) or more years becomes eligible for permanent deletion. Permanent deletion requires the approval of the President in addition to the Business Manager/Secretary-Treasurer. No record is permanently destroyed without the approval of both officers. f. The record of any person who has ever held an office or position with the LU or at a higher level of LIUNA, including officers, Executive Board members, Auditors, Chief Stewards, and stewards, whether elected or appointed, current or past, is kept permanently and is never eligible for deletion. 5. Other records are retained as follows: a. Representation case files are kept for six (6) years after the case is closed, and may then be permanently deleted only with the approval of both officers IAW Subparagraph 9-4(4)(e). b. The app's audit trail, which records who entered or changed dues and membership data and		

Section	Old wording	New wording	Reason	Basis
		when, is kept for six (6) years. c. Election records, including membership and eligibility lists, nomination and election notices, ballots, return envelopes, and tally sheets, are kept for no less than one (1) year after the election, as required by the LMRDA. d. Exported copies of member data are kept for one (1) year and then deleted, because they contain personal information. e. Sent emails moved to Trash are permanently deleted after one (1) year in the Trash. f. The app database is backed up daily, with each daily backup kept for seven (7) days, and weekly (on Sundays), with each weekly backup kept for fourteen (14) weeks. A monthly copy is kept off-site, outside the cloud provider. The live database is delete-protected. 6. Nothing in this paragraph authorizes the destruction of any record before the end of the retention period required by the LIUNA constitutions or federal law, including the requirement of 29 USC § 436 that records supporting the LU's annual financial reports be kept for no less than five (5) years after the reports are filed.		
10-7.1	1. Upon receiving notice of an appeal the Executive Board shall convene a five-member panel from amongst the LU state delegates. The Appeals Panel shall have thirty (30) days to review the case file and issue a decision. This review period may be extended in thirty (30) day increments by providing notice to both the appellant and the Executive Board, except that the total review period may not exceed one hundred and eighty (180) days. The review period may not be used to initiate a new investigation, nor should it be used to introduce new evidence or testimony. The Appeals Panel's sole charge will be to determine whether the Executive Board's decision was appropriate based on the record.	1. (4Q 2026) Upon receiving notice of an appeal the Executive Board shall convene a three-member Appeals Panel of members in good standing, selected by random draw. No member of the Executive Board, and no person involved in the case, may serve on the Appeals Panel. The Appeals Panel shall have thirty (30) days to review the case file and issue a decision. This review period may be extended in thirty (30) day increments by providing notice to both the appellant and the Executive Board, except that the total review period may not exceed one hundred and eighty (180) days. The review period may not be used to initiate a new investigation, nor should it be used to introduce new evidence or testimony. The Appeals Panel's sole charge will be to determine whether the Executive Board's decision was appropriate based on the record.	Item 4: five state delegates replaced by three members in good standing chosen by random draw, with Board members and anyone involved in the case excluded (Ben, 14 Nov 2026).	**Current operations**

Section	Old wording	New wording	Reason	Basis
11-9.1	a. New Year's Day / b. Martin Luther King, Jr.'s Birthday / c. George Washington's Birthday (President's Day) / d. Memorial Day / e. Independence Day / f. Labor Day / g. Columbus Day / h. Veterans Day / i. Thanksgiving Day / k. Christmas Day	a. New Year's Day / b. Martin Luther King, Jr.'s Birthday / c. George Washington's Birthday (President's Day) / d. Memorial Day / e. Juneteenth National Independence Day / f. Independence Day / g. Labor Day / h. Columbus Day / i. Veterans Day / j. Thanksgiving Day / k. Christmas Day	Juneteenth added to match the current OPM schedule (11 holidays); letter gap i→k fixed (item 16; Ben, 14 Nov 2026).	**Federal law (OPM holiday schedule, 5 USC 6103)**
11-9.2	2. In addition to the ten (10) days observed by the OPM holiday schedule, LU employees may be entitled to additional holidays in observance of their religious faith or in observance of holidays specific to their local community. However, no LU employee shall be entitled to more than twelve (12) total days off per year in observance of holidays. Employees will coordinate non-Federal holiday observance with the LU Business Manager.	2. In addition to the eleven (11) days observed by the OPM holiday schedule, LU employees may be entitled to additional holidays in observance of their religious faith or in observance of holidays specific to their local community. However, no LU employee shall be entitled to more than twelve (12) total days off per year in observance of holidays. Employees will coordinate non-Federal holiday observance with the LU Business Manager.	Count updated for Juneteenth. The 12-day total cap is unchanged.	**Federal law (OPM holiday schedule, 5 USC 6103)**
11-10.3b(iii)	ii. 401k (no matching provided).	iii. (4Q 2026) 401k (no matching provided).	Duplicate numeral fixed: two items were numbered ii.	**Correction**
12-2.1	1. A promotional item and awards fund is established which allows the LU Business Manager to submit specific requests for the purchase of promotional items (i.e., shirts, pens, etc.) and awards for members to the NGB Executive Board.	1. (4Q 2026) A promotional item and awards fund is established which allows the LU Business Manager to submit specific requests for the purchase of promotional items (i.e., shirts, pens, etc.) and awards for members to the LU Executive Board.	Item 1: "NGB Executive Board" corrected to the LU Executive Board.	**Correction**
13-1.1	1. The Business Manager shall oversee the Organizer Program and make sure all individuals selected for the position are active or retired members in good standing and qualified for the position. The Business Manager shall also ensure Organizers observe and respect the Constitutions and comply with the policies and guidelines set forth in this manual. An Organizer may be a Delegate or Officer of the LU, but it is not a requirement.	1. The Business Manager shall oversee the Organizer Program and make sure all individuals selected for the position are active or retired members in good standing and qualified for the position. The Business Manager shall also ensure Organizers observe and respect the Constitutions and comply with the policies and guidelines set forth in this manual. An Organizer may be an officer or Executive Board member of the LU, but it is not a requirement.	Delegates removed (item 4).	**Current operations**
13-1.2	2. The Business Manager, at the advice or request of a State Representative, and with concurrence from the LU Executive Board, may appoint Organizers as the need arises in order to assist with the maintenance and expansion of the	2. The Business Manager, at the advice or request of a Chief Steward, and with concurrence from the LU Executive Board, may appoint Organizers as the need arises in order to assist with the maintenance and expansion of the general membership base within each	Items 5, 2 and 11: Chief Steward replaces State Representative; employing agency replaces state/territory; the Organizer role is kept as an option.	**Current operations**

Section	Old wording	New wording	Reason	Basis
	general membership base in each affiliated state and territory.	employing agency. The Organizer position is optional and may remain vacant.		
13-2.1	1. The Business Manager shall oversee Organizers appointed within their state or territory.	1. The Business Manager shall oversee all Organizers appointed within each employing agency.	Employing agency replaces state/territory (item 2).	**Current operations**
13-2.3	3. At each meeting of the LU, and at such other times as the Executive Board shall require, Organizers shall make a report, to include a summary of their organizing activities over a specified period, but at a minimum not less than one (1) full quarter.	3. The Business Manager shall give the organizing report at each meeting of the LU as part of the Business Manager Report IAW Paragraph 7-3(1)(d). When Organizers are appointed, they shall report their organizing activities to the Business Manager for inclusion in that report, covering a period of not less than one (1) full quarter.	Item 11: the Business Manager gives the organizing report.	**Current operations**
13-4.2	2. The LU shall provide Organizers with certain apparel items that should be worn during the performance of their duties so as to promote a consistent and professional appearance when representing our organization. These items will include short and long sleeve t-shirts, polo shirts, and other items as they become available. Clothing items required to be worn during the course of business shall be replaced on a fair wear and tear basis.	(deleted)	Organizers receive no LU apparel under the manual (Ben, 14 Nov 2026).	**Current operations**
13-5 Benefits	13-5. Benefits 1. The LU shall waive the payment of dues for those members who have retired from the National Guard and are now serving as Organizers (IAW Chapter 13 of the LU Operating Manual) without compensation. Their portion of per capita tax (PCT) owed to LIUNA shall be paid out of the General Funds. This provision does not apply to full-time employees of the LU who may be serving as Organizers in addition to their full-time duties. 2. Effective January 1, 2016, and in those areas where an LU union-sponsored dental plans are available, the LU shall cover the payment of dental insurance premiums for those retired members (and their eligible dependents) who are serving as Organizers without compensation. Their portion of said premiums shall be paid out of the program management fee collected from current dental subscribers. This provision does	(deleted)	Organizer benefits deleted to match the Steward program (Ben, 14 Nov 2026).	**Current operations**

Section	Old wording	New wording	Reason	Basis
	not apply to full-time employees of the LU who may be serving as an Organizer in addition to their full-time duties.			
Appendix A	LIUNA Uniform International, District Council, and Local Constitutions … Section IV	LIUNA International Union Constitution (September 2021); LIUNA Uniform Local Union Constitution (September 2021); LIUNA Uniform District Council Constitution; LIUNA Local 1776 Operating Manual; LIUNA Local 1776 Accounting and Finance Manual. Note: The LIUNA International Union Constitution, the Uniform Local Union Constitution, this Operating Manual, and the Accounting and Finance Manual are kept in the library of the LU membership app (app.local1776.org) and are available to all members. Prescribed forms added: LU Travel Card Program Statement of Understanding; LU Steward Program Agreement. Note: The Standards of Conduct Certification Statement of Understanding, the Travel Card Program Statement of Understanding, and the Steward Program Agreement are completed electronically in the LU membership app. Section IV renumbered Section 3.	App library documents listed (placeholders until the PDFs are uploaded); electronic forms added; section numbering gap fixed (items 10, 14, 16; Ben, 14 Nov 2026).	**Current operations**
Appendix B	LIUNA Local 1776 Standards of Conduct Certification / Statement of Understanding / I, _____, understand: / 1. That each member of the LIUNA Local 1776 has a duty to acquaint himself with each statute that relates to his ethical and other conduct as a representative of this Council and LIUNA. / 2. The requirements set forth in LIUNA Uniform Constitutions as well as all other relevant laws, rules, and manuals that govern the Standards of Conduct of LU personnel. / _____ / Member Signature / _____ / Date / Refresher Briefing / Date / Representative Signature / Witness / Signature	LIUNA Local 1776 Standards of Conduct Certification / Statement of Understanding / I, _____, understand: / 1. That each officer, Executive Board member, steward, and employee of LIUNA Local 1776 has a duty to acquaint himself or herself with each statute that relates to his or her ethical and other conduct as a representative of LIUNA Local 1776 and LIUNA. / 2. The requirements set forth in LIUNA Uniform Constitutions as well as all other relevant laws, rules, and manuals that govern the Standards of Conduct of LU personnel. / 3. That I review the Standards of Conduct and accept this Statement of Understanding electronically in the LU membership app at initial certification, in each refresher period, and after each election or appointment IAW Paragraph 2-1. / _____ /	Item 10: statement accepted electronically in the app; "this Council" corrected to LIUNA Local 1776 (item 1); refresher table now records app certifications in place of witness signatures.	**Current operations**

Section	Old wording	New wording	Reason	Basis
		Electronic Acceptance (LU Membership App) / _____ / Date / Certification Record / Date / Type (Initial, Refresher, or Post-Election) / App Confirmation / Emailed to Business Manager		
Glossary – LU	National Guard Council Local 1776	LIUNA Local 1776	Item 1: name corrected.	**Correction**
Glossary – SR	SR – State Representative	(deleted)	State Representatives no longer exist (item 5).	**Current operations**
Glossary – new abbreviations	—	CPA – Certified Public Accountant; DoD – Department of Defense; NGB – National Guard Bureau; PEC – Professional Education Center	Terms now used in the manual.	**Current operations**
Glossary – Work Site	The work site of an LU officer, delegate, representative, member, or employee is the location where a person's primary duties are based out of.	The work site of an LU officer, Executive Board member, steward, representative, member, or employee is the location where a person's primary duties are based out of.	Delegates removed (item 4).	**Current operations**
Glossary – LU Personnel	Any officer, delegate, employee, and Local members acting on behalf of the LU whose duty assignment is in some way authorized, funded, or controlled by the LU or LIUNA. This includes any officer, employee (hired or contracted), or general member, retired or otherwise under the control or jurisdiction of the LU.	Any officer, Executive Board member, steward, employee, and Local members acting on behalf of the LU whose duty assignment is in some way authorized, funded, or controlled by the LU or LIUNA. This includes any officer, employee (hired or contracted), or general member, retired or otherwise under the control or jurisdiction of the LU.	Delegates removed (item 4).	**Current operations**
Glossary – new terms	—	Chief Steward – A steward appointed by the Business Manager to oversee the stewards assigned to a particular employing agency.; Employing Agency – The organization that employs a member, such as a state or territory National Guard, the National Guard Bureau, or another Department of Defense component. Coverage, Executive Board seats, and steward assignments under this manual are organized by employing agency.; LU Membership App – The LU's secure membership application, located at app.local1776.org.	Terms introduced by this revision.	**Current operations**
Table of Contents	Chapter 7 – Delegates and Officers; Chapter 8 – State Representatives (Selection and Terms of Office … Benefits … Agreement); Chapter 12 – Bereavement Program; Chapter 13 … Benefits	Chapter 7 – Officers and Executive Board; Chapter 8 – Steward Program (Appointment and Removal, Duties, Training and Certification, Dress and Appearance, Reporting Requirements, Agreement); new entries for 3-6 and 9-4;	Matches the revised chapters; Chapter 12 title now matches the chapter (item 16).	**Correction**

Section	Old wording	New wording	Reason	Basis
		Chapter 12 – Good & Welfare Program; Chapter 13 Benefits removed; page numbers updated		
Footer (all pages)	January 1, 2023	November 14, 2026	Effective date of this edition.	**Adoption**
Running header	LIUNA Local1776 Operating Manual	LIUNA Local 1776 Operating Manual	Missing space corrected.	**Correction**
Page layout (all chapters, the Statement of Understanding, the Agreement, the appendices, and the Glossary)	Blank lines were used to push each chapter onto a new page	Each chapter heading is set to start a new page	Keeps every chapter starting at the top of a page now that the text is longer. The look is unchanged; fonts, spacing, and styles are untouched.	**Correction**