

Local 1329 did not maintain records to verify that the salaries reported in Item 24 (All Officer and Disbursements to Officers) of the LM-3 were the authorized amount and therefore were correctly reported. The union must keep a record, such as meeting minutes, to show the current salary authorized by the entity or individual in the union with the authority to establish salaries.

2. Information not Recorded in Meeting Minutes

Article X Section 2 of Local 1329's Constitution requires that compensation of allowances paid to officers be authorized by the union's membership. However, no membership meeting minutes were provided that show authorization of the weekly \$200 expense allowance paid to the union's president. Minutes of all membership or executive board meetings must report any disbursement authorizations made at those meetings and must be retained in union records for as long as that authorization is in effect.

Based on your assurance that Local 1329 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violations.

Reporting Violations

1. Failure to File Bylaws

The audit disclosed a violation of LMRDA Section 201(b), which requires labor organizations to file annual financial reports accurately disclosing their financial condition and operations. The Labor Organization Annual Report (LM-3) filed by Local 1329 for the fiscal year ended 12/31/07, was deficient in that the local failed to provide a copy of its updated bylaws as an attachment to the LM-3 report.

OLMS will take no further enforcement action at this time because Local 1329 has now filed a copy of its constitution and bylaws.

Other Issues

1. Annual Audits

Article VII Section 6 of the ILA Local 1329 Constitution states that an annual audit of the Local 1329 books and records will be conducted by a C.P.A. and a written report thereon will be submitted to the Treasurer, who will give the report to the membership at a regular meeting. During the opening interview, Mr. Bento informed OLMS that an audit has not been conducted at Local 1329 since 2007.

2. Monthly Meetings

Article VI Section 1 of the ILA Local 1329 Constitution states that the regular meetings of the local shall be held on the second Tuesday of each month. Meeting minutes provided for 2009 show that only three membership meetings were held during that year.

I want to extend my personal appreciation to ILA Local 1329 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you make sure this letter and the compliance assistance materials provided to you are passed on to future officers. If we can provide any additional assistance, please do not hesitate to call.

Sincerely,

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Investigator

cc: Mr. Marshall Bento, Treasurer