

FINANCIAL POLICIES OF THE NEWS MEDIA GUILD

As Amended through July 24, 2018

All expenditures and receipts of News Media Guild money shall be governed by law, The Newspaper Guild Constitution, the by-laws of the News Media Guild, and the following policies established by the News Media Guild Executive Committee.

ARTICLE I - BOOKKEEPING

Section 1. Bookkeeper

The Executive Committee shall retain a competent bookkeeper who shall maintain a complete record of all receipts and expenditures on forms supplied by, or which are acceptable to, The Newspaper Guild. The News Media Guild may also designate staff, including the Administrator or Secretary, to maintain these records.

Section 2. Financial Oversight

The Secretary-Treasurer shall visit the union office, or otherwise access NMG's records (for example, electronic access to digital files), at least twice annually, usually during the months of February and August to review the financial operations, expense accounts, check signatures or check authorizations, and other issues relating to the financial structure of the News Media Guild. The Executive Committee shall appoint a New York member in good standing to visit the union office, or otherwise access NMG's records (for example, electronic access to digital files), twice annually, usually during the months of May and November to review the financial operations, expense accounts, check signatures or check authorizations, and other issues relating to the financial structure of the News Media Guild. The News Media Guild Bookkeeper shall mail or email to the Secretary-Treasurer, the President and the appointed New York member the News Media Guild monthly and quarterly bank reconciliation statements. The Executive Committee shall receive via email monthly a report on the Guild American Express billings to ensure the credit cards are being used for business purposes only and that the expenses are being properly receipted. The News Media Guild financial reports shall be emailed to all Executive Committee and Representative Assembly members.

Section 3. Credit Card Policy

The Executive Committee of News Media Guild adopts the following policy to govern the use of all union credit cards.

I. WHO MAY USE A UNION CREDIT CARD?

The Executive Committee shall determine which officers and employees of NMG are authorized to receive a union credit card ["Cardholder"].

Each Cardholder agrees to comply with the terms of this Credit Card Policy. The Executive Committee retains the authority to terminate the privileges of any Cardholder.

The Cardholder shall immediately surrender the union credit card upon the termination of privileges by the Executive Committee, and/or upon termination from union office or employment by NMG.

II. OWNERSHIP AND CANCELLATION OF THE CREDIT CARD.

The Cardholder is accountable for all activity on their union credit card and for ensuring proper use of the card. The Cardholder is responsible for safeguarding the card against theft and unauthorized use.

The Cardholder must immediately notify the Executive Committee and the NMG office of any lost or stolen card and must take immediate action to report the lost or stolen card to the credit card company to prevent unauthorized use.

A Cardholder may surrender a card at any time and be discharged from the policy at any time but the Cardholder is responsible for charges incurred prior to the surrender of the card. In a case where fraudulent or demonstrably erroneous charges are made to the to card account, and the Cardholder or NMG office has timely notified the card issuer of the fraudulent or erroneous activity, the Cardholder shall be indemnified against charges that are not reversed by the card issuer.

III. AUTHORIZED USE OF THE CARD.

The union credit card may be used solely for expenses related to the official business of NMG, specifically all reasonable expenses incurred in fulfilling duties and responsibilities on behalf of NMG and its membership. Approved uses of the credit card include NMG office supplies, equipment, and service related charges, airfare, lodging, meals, and surface transportation incurred while conducting official business on behalf of NMG. Unless authorized by specific EC motion, the credit card should not be used to pay for airfare, transportation, and lodging of persons other than the Cardholder. The card may be used to pay for meals at business meetings in which the Cardholder is a participant, provided that the Cardholder includes the name(s) of other persons at the meeting with the supporting documentation for the expense. Deductions shall be made from the authorized per-diem if a Cardholder charges personal meals or other items intended to be limited by the authorized per-diem.

The credit card may not be used for personal expenses. If the union credit card is inadvertently used for the purchase of personal expenses, the Cardholder must pay all charges related to the personal expense, in full, within 30 days of purchase or notification by the NMG office. The Failure to do so may lead to cancellation of credit card privileges. The Cardholder shall be personally liable for any personal or unauthorized expenses incurred.

Unauthorized expenses and use of the union credit card include:

- Purchase of items for personal use.
- Exceeding bank credit line limit
- Failure to submit within 30 days of the purchase or notification by the NMG office transaction receipts and/or any other documentation reasonably necessary to determine the nature and purpose of the expense, unless the EC approves expenses pursuant to Article VI, Section 1(c) of the News Media Guild Financial policies.
- Failure to return the credit card when privileges have been terminated by the Executive Committee or when the Cardholder has been terminated from union office or union employment

IV. RECEIPTS AND ACCOUNTING.

It is the responsibility of each Cardholder to obtain transaction receipts each time the card is used. Individual transaction receipts shall be submitted to NMG no later than 30 days after purchase, along with any other written explanation or documentation reasonably necessary to determine the authorized nature of the expenses incurred. Where transaction receipts are not available or lost, a Cardholder may use the credit card statement as a receipt if it details the date and nature of the

expense and is accompanied by a written explanation but payment of the expense shall require EC approval.

Bills for all union credit cards shall be addressed to NMG offices and shall be reviewed and approved for payment by NMG. The NMG office shall timely inform the Cardholder of all charges on a Cardholder's card. The Cardholder shall timely respond to any questions or inquires made by NMG as to the nature of any expense incurred by Cardholder. Once informed, it is the Cardholder's responsibility to follow up on any erroneous charges, returns or adjustments of which he or she is aware to ensure that proper credit is given on subsequent statements. The NMG office staff shall assist the Cardholder in complying with this policy, if possible, and time permitting.

ARTICLE II - INCOME

SECTION 1. Dues.

(a) Dues checkoff authorizations shall provide for payment to the News Media Guild.

(b) Members not on checkoff shall pay dues directly to the News Media Guild. The News Media Guild shall advise chapter and/or branch chairpersons or secretary-treasurers promptly of any members who are delinquent to assist in obtaining payment.

SECTION 2. Assessments.

(a) When The NewsGuild or News Media Guild assessments are levied, payment shall be made to the News Media Guild.

SECTION 3. Deposits.

(a) All money received by the News Media Guild shall be deposited in the General Fund. The Executive Committee shall be authorized to make transfers from investment accounts to the General Fund account to meet the financial needs of NMG in accordance with the NMG bylaws and these financial policies.

(b) The bookkeeper or News Media Guild Administrator shall report regularly on all income to the Secretary-Treasurer and President, showing the source of such income.

SECTION 4. Investment.

(a) The Executive Committee shall have authority to invest surplus money in appropriate investment vehicles, consistent with the financial needs of the News Media Guild. Such investments are limited to: domestic and foreign equities, fixed income securities, cash and cash equivalents such as federally insured savings accounts, money market funds, and certificates of deposit, and U.S. Treasury bonds, notes, and bills.

The Executive Committee shall be authorized to retain the professional services of investment managers to assist in achieving investment policies and goals, consistent with the financial needs of the News Media Guild.

SECTION 5. Defense Fund.

(a) No later than the 30th day after the expiration of each fiscal quarter, an amount of money equal to five (5) percent of the News Media Guild's gross income from monthly dues in the preceding fiscal quarter, or the total assets of regular dues collected under Article XIII, section 1(b) of the News Media Guild's by-laws, whichever is greater, shall be deposited to the News Media Guild's Defense Fund

ARTICLE III - OFFICIAL RECORDS

SECTION 1. All Records.

(a) The official records of the News Media Guild shall consist of the News Media Guild budget, approved minutes of all meetings, financial records, and all documents relating to financial transactions. They shall be maintained at the union office, or shall be kept in secure digital format, and under the custody of the President or Secretary-Treasurer.

ARTICLE IV - BUDGET

SECTION I. Authority.

(a) The Executive Committee shall have authority to transfer funds from one section of the budget to another but will have no authority to make expenditures in excess of the total amount of the annual budget except: (1) to pay The Newspaper Guild per capita exceeding budget estimates; (2) to pay The Newspaper Guild special assessments as provided in Article XIII I(d) and (f) in the News Media Guild by-laws; (3) in cases where unforeseen and necessary expenses for negotiations and arbitrations require exceeding the total budget; and (4) in the case of an emergency as determined by a two-thirds majority of the EC.

ARTICLE V - EXPENDITURES

SECTION 1. Operations.

(a) Local funds shall be used in the first instance for legitimate operating expenses, as outlined in the News Media Guild budget, approved by the Executive Committee or Representative Assembly or through membership vote, and for the financing of strike activities.

(b) Local funds may be used in the second instance for the purpose of assisting labor and other organizations friendly to the News Media Guild and the labor movement and for other activity within the purposes of the News Media Guild, including fraternal and social activity, as outlined in the News Media Guild budget, approved by the Executive Committee or Representative Assembly or through membership vote.

SECTION 2. Defense.

(a) Expenditures from the News Media Guild Defense Fund may be made only to support the Local's strike or other defense activity, or other activities of an emergency nature, and to contribute to other unions, as outlined in the News Media Guild budget, approved by the Executive Committee or Representative Assembly or through membership vote.

(b) No expenditures shall be made from the Defense Fund without Executive Committee approval, except as outlined by the budget adopted by the RA.

SECTION 3. Online Banking and Checks

(a) Checks

(1) All checks must be filled in completely before they are signed.

(2) Checks shall show the authorized signature of either the President, the Administrator or the Secretary-Treasurer in addition to one of the three Assistant Treasurers (collectively "authorized signers")

(b) Online Banking: As an alternative to the use of paper checks, NMG may use online banking in accordance with the following:

(i) Staff shall scan all NMG invoices every two weeks, and at least two weeks before their due date, or as soon as practicable, and shall email them to NMG's authorized signers.

(ii) The authorized signers shall promptly review the invoices and approve, question, or disapprove payment of each invoice through email communications to be retained at the NMG office and/or in digital file format under NMG's custody and control.

(iii) All duly approved invoices will be paid by NMG administrative staff through online banking with a bank as approved by the Executive Committee.

(iv) Once a month the online bank statement shall be emailed to the authorized signers, who will promptly review and verify through email communication to other authorized signers and to the NMG administrator whether all checks were properly issued, raising any questions as appropriate. Such email records of bank reconciliation from the authorized signers shall be retained by the NMG office.

SECTION 4. Assistant Treasurers.

(a) The Executive Committee shall annually elect three Guild members in good standing to serve as Assistant Treasurers for a term coinciding with the term of the Executive Committee or until their successors are elected and qualified and shall be authorized to sign News Media Guild checks.

(b) The Executive Committee may remove or replace Assistant Treasurers at its discretion.

SECTION 5. Bonding.

(a) All persons handling News Media Guild funds shall be adequately bonded in amounts established by the Executive Committee.

SECTION 6. Authorization.

The President or Secretary-Treasurer shall authorize in writing, in advance, all purchases exceeding \$500 if not already authorized by the budget or if is outside the normal course of business. The bookkeeper shall verify on a monthly basis, that all checks processed have been authorized under this Section.

Section 7. Annual RA meeting and Dinner

The NMG per diem will be paid to RA delegates for up to three days surrounding the annual RA meeting. However, if there is an RA dinner, no per diem shall be paid for the day of the dinner. The unpaid per diem will be applied to the cost of the RA dinner with the balance assumed by the News Media Guild.

ARTICLE VI - EXPENSE ACCOUNTS

SECTION 1. Travel and Per Diem.

(a) The News Media Guild shall pay air coach fare, hotel, ground transportation and a \$60 per diem for meals on authorized business. If automobile travel is authorized, the mileage rate shall be the amount paid under the collective bargaining agreement covering the member.

(b) Advances for air coach fare shall be based on the lowest advance reservation fare obtainable. Members of the Executive Committee and Representative Assembly shall make reservations far enough

in advance to qualify for the least expensive air fare, on a unionized carrier, and are encouraged to use low cost airport bus or ground transportation.

(c) All expense accounts shall be accounted for on forms provided by the News Media Guild. No advances shall be paid anyone who has an unsettled expense account outstanding. Expense accounts shall be submitted promptly. Effective August 25, 2006 and going forward, expense accounts submitted 30 days after an expense is incurred must be approved by the Executive Committee. Claims for lost time and expenses incurred after August 25, 2006 that are submitted more than 12 months after the date they were incurred will not be paid.

(d) The Executive Committee may authorize expense reimbursements in excess of the standard per diem rate in unusual circumstances.

(e) The Executive Committee will reimburse local department committee, sectional conference delegates, chapter and city council representatives for expenses if approved in advance. Such requests shall be submitted to the President or Secretary-Treasurer.

SECTION 2. Advances.

(a) The News Media Guild will supply cash advances to its officers and members for authorized expenses on News Media Guild business trips, based on air coach fare, estimated hotel expense and per diem. Any excess funds shall be refunded when an expense account is filed. Such lodging and per diem shall not exceed the number of days of meeting attendance, e.g., two days for a two-day Executive Committee meeting, etc., unless authorized by the Executive Committee.

(b) When a member requests an advance, the bookkeeper shall prepare an expenses report, filling it out as to name, address, the amount of the advance, check number and the date the advance is paid. A copy of the expense report shall be sent to the member and a copy shall be retained in a "Members Expense Advances" file until the account is settled.

ARTICLE VII - PAY LOST ON GUILD BUSINESS

It is the policy of the News Media Guild to recompense Executive Committee members, department national committee members and other authorized representatives for pay lost on Guild business when authorized by the Executive Committee in advance. Requests shall be submitted to the President or Secretary-Treasurer well in advance.

SECTION 1. Negotiators.

The News Media Guild shall pay air coach fare, hotel, ground transportation and a \$60 per diem for meals on authorized business. If automobile travel is authorized, the mileage rate shall be the amount paid under the collective bargaining agreement covering the member.

(a)

SECTION 2. Executive Committee Members.

(a) Executive Committee members shall qualify for pay lost on Guild business for the Executive Committee's contiguous sessions, before and after the Representative Assembly meeting, under a formula established by the Executive Committee.

SECTION 3. Other Authorized Business.

(a) Other requests for pay lost on Guild business will be considered on a case-by-case basis by the Executive Committee.

ARTICLE VIII - REPORTS

Section 1. Audits.

(a) The Executive Committee shall designate a professional accountant to make an annual audit of all News Media Guild books and funds at the close of each fiscal year, which ends at the end of the last day of September. A copy of the audit shall be supplied to The NewsGuild's Sector Executive Council and all Executive Committee and Representative Assembly members within 30 days of its completion.

Section 2. Oversight Committee

(a) The Executive Committee may ask appointment by the Representative Assembly, or the Representative Assembly may, at its discretion, name an Oversight Committee of at least three and not more than five News Media Guild members to whom the News Media Guild office is readily accessible. The Secretary-Treasurer shall be an ex-officio member of the Oversight Committee.

(b) The Oversight Committee shall have authority to examine all News Media Guild financial records and make reports and recommendations to the Executive Committee and Representative Assembly.

(c) The Local shall furnish the Oversight Committee all financial records of the News Media Guild, which shall include all such files retained in digital format.

Section 3. Finance Committee.

(a) The Executive Committee shall appoint a Finance Subcommittee from among its members which shall include the Secretary-Treasurer and at least two members.

(b) At Executive Committee meetings, the Finance Subcommittee will then prepare a financial report which will be submitted to the Executive Committee.

Section 4. Periodic Reports.

(a) The News Media Guild shall send copies of the monthly financial statements, based on bank statements, to the Executive Committee, the reports to include all income and expenditures. In addition, it shall send to the Executive Committee and National Committees at the end of each quarter a statement listing all savings institutions where the News Media Guild has savings accounts, showing name of institution, principal balance, and withdrawals, deposits and interest earned for the quarter. Quarterly statements shall also include a list of all accounts payable.

ARTICLE IX - PUBLICATION

Section 1. Information.

(a) All pertinent information about News Media Guild finances will be made available to members through publication in WiReport.

(b) All other financial information shall be made available to members for inspection at the office of the News Media Guild.

Section 2. Requirements.

(a) Information made available under Section I(a) shall include the budget and any revision of the budget, all sections of Representative Assembly or Executive Committee minutes referring to finances, all interim Executive Committee votes affecting finances and a summary of all audits.

ADDENDUM

Pursuant to Article III, Section 5(c) of the by-laws, the rates of recompense shall be:

Guild members away from their jobs on Guild business for less than a week will be paid at their regular rate of pay, including merit and differentials, but excluding overtime and holiday pay. Guild members away from their jobs for a week or more may provide the Executive Committee, in advance, with a record of their total earnings from Guild-covered employment for the previous year. **In addition to those Guild members who are away from their jobs for more than a week they may also provide the Executive Committee, in advance, documentation showing that they receive a periodic car usage reimbursement per their bargaining agreement of which the News Media Guild will reimburse the member 50% of that weekly allowance, up to \$50 weekly.** If a change in circumstances is involved, a shorter base period could be used, but in no case less than the first three months preceding the leave.

The total pay above straight time and merit shall be calculated to reflect an average number of hours of compensation in excess of the normal work week for purposes of covering overtime, and night, overnight and Sunday differentials.

The extra hours of compensation shall be paid and periodically adjusted, if necessary, to reflect changes in pay rates.

Lost payments should cover the number of days actually lost from work, but in no case more than five days a week.

Pay lost payments shall be made to all Guild members who are expected to return to their normal work within jurisdiction after a brief absence. Guild members on an extended leave of absence to fill a continuing Guild job authorized by the Representative Assembly can be compensated at a negotiated salary commensurate with their duties and within limits of the budget.

Members working outside their home towns on authorized Guild business shall be paid a per diem payment to cover normal living expenses. Guild members working on authorized Guild business within their home towns shall be paid \$30 a day.

ADP Policy:

1. That NMG shall retain the services of ADP to handle employee payroll, including tax withholding and reporting;
2. ADP shall be authorized to handle employee payroll solely upon and in accordance with written instructions regarding the details of such payroll (including name of employee, rate of pay, hours of work, where appropriate, and frequency of payroll), signed by two individuals in accordance with Article V, Section 3 of the NMG Financial Policies. Scanned and emailed copies of such signatures shall suffice;
3. With regard to normal, ongoing payroll for any full time or part time regular employee of NMG, the signed, written authorization referred to in graph 2 above may include an authorization to ADP to handle such payroll on an ongoing basis in the manner so authorized, and unless and until another written authorization is submitted which modifies, supplements or supplants such instruction;
4. ADP shall be authorized to handle lost time or intermittent or irregular payroll only in accordance with a written authorization, signed by two individuals in accordance with Article V, Section 3 of the NMG Financial Policies. Scanned and emailed copies of such signatures shall suffice. Such authorization shall not be ongoing in nature but instead must be separately submitted for each payment so authorized.
5. NMG shall retain copies of all written authorizations submitted to ADP, including all supporting documentation for the payment(s) at issue.

6. ADP shall be authorized to make direct deposits of payroll conditioned on its providing sufficient documentation to NMG of all direct deposits made.”