

- 1 8. Performing other official union business when pre-approved by the
2 Executive Director.

3 **16.00.000 CORPORATE CHARGE CARDS**

- 4 A. ASEA/AFSCME Local 52 shall maintain a corporate credit card account for the
5 business of the Union.
6 B. Individual corporate credit cards shall not be issued to board members.

7 **17.00.000 INFORMATION REQUESTS**

- 8 A. An Information Request Form must be completed by any member requesting
9 written information from the Union, except for information requests made by a
10 State Executive Board Member.
11 B. An Information Request Form will indicate the purpose for which the information
12 will be used.
13 C. Upon receipt of an Information Request Form the Executive Director will
14 acknowledge to the requestor within ten (10) days the receipt of the information
15 request and the latest date by which the information request will be completed.
16 Requests routinely will be completed within fifteen (15) days unless
17 circumstances require an extended period of time. Completed requests shall either
be approved and the requested information provided, or shall be denied in writing,
with citation to the appropriate governing document where applicable.
18 D. Chapter requests will be given a higher priority for information requests, if the
19 information requested is time-sensitive and/or is required for Chapter elections.
20 E. Information requested by a State Executive Board member during a Quarterly
21 Business Session shall be provided during the meeting at which it is requested.
22 Information requested outside the Quarterly Business Meeting shall be provided
23 as soon as possible, but no later than 10 business days from the date of request.

24 **17.00.010 ASEA/AFSCME Local 52 Logo/Letterhead**

- 25 A. Any Statewide Executive Board Member wanting business cards may be allowed to
26 get up to 500 business cards.
27 B. The logo is not for general use by any member of the Union.
28 C. The Local 52 Logo and Letterhead may not be used on any newsletter, publication,
29 or communication without submission of the Information Request Form and
30 approval of the Executive Director.
31 D. Chapters wishing to incorporate the Union's logo into their letterhead stationery
32 must submit a sample of the letterhead design for pre-approval by the Executive
33 Director.
34 E. Use of the Union's logo by chapters on promotional items must be pre-approved by
35 the Executive Director.

36 **17.01.000 MEMBERSHIP INFORMATION**

37 **17.01.010 Mailing Labels/Data**

- 38 A. Upon receipt of the information request from a chapter officer (Chapter President,
39 Secretary or Chief Steward) the Union shall provide to a mailing house the
40 electronic membership lists for newsletters, meeting announcements, and other