Union Operations #4

Subject: Enhance Member Access to Financial Records
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Submitted by: Local 200

WHEREAS, the funds and assets of our Union are held in trust for the benefit of all members. As a democratic and member-led organization, our commitment to transparency is fundamental. This resolution strengthens that commitment by ensuring members have clear and direct access to the Union's financial information.

WHEREAS, currently, members lack a straightforward process to inspect core financial records, such as major contracts, benefit fund documents, and investment agreements. This limits the ability of members to fully understand how Union resources are managed and to verify that funds are being used for their intended purposes.

WHEREAS, this amendment establishes a clear and simple process for any member in good standing to request, inspect, and receive copies of key financial documents. It also requires the Union to proactively post certain records on a secure, member-only section of the website for easy access.

WHEREAS, by providing greater financial transparency, this resolution helps build trust, strengthen accountability, and empower members. It ensures that our Union's financial practices remain aligned with our fiduciary duties and the best interests of the membership we serve.

BE IT RESOLVED, that the Administrative Policies and Procedures (AP&P) of SEIU Local 503 are hereby amended as follows:

1. Amendment to Article VIII (Other Fiscal Matters)

Article VIII of the AP&P, "Other Fiscal Matters," is amended by adding the following new Section 14:

Section 14. Member Access to Covered Financial Records.

(a) **Right to Inspect.** Any member in good standing has the right to inspect and obtain copies of Covered Financial Records.

(b) **Covered Financial Records Defined.** For purposes of this policy, "Covered Financial Records" include:

1. Current trust agreements, plan documents, and all active amendments for the SEIU Local 503 Retirement Plan and Thrift Fund and any other Union-sponsored benefit or investment trust.
2. All current contracts, statements of work, or engagement letters between the Union (or any Union-controlled entity) and its service providers.
3. All current contracts or engagement letters with third-party investment managers, consultants, and major service providers for the Union's primary funds, including the Strike Benefits Fund, Job Protection and Action Fund, and Issues Fund.
4. The annual written financial disclosure forms required of Statewide Officers, Local Officers, Directors, Assistant Directors, and covered Union staff.
5. Any summary schedules of related-party transactions prepared for internal financial review or external reporting.

(c) **Request Process.**

1. A member may submit a request in writing (including by email) to the Union Treasurer or their designee. The request must identify the specific records sought as clearly as possible.
2. Within thirty (30) calendar days of receiving a request, the Union shall acknowledge it and either: (i) make the records available for inspection at Union Headquarters during regular business hours; or (ii) provide electronic or paper copies.

(d) **Copies and Fees.** Members are entitled to receive electronic or paper copies of requested records. The Union may charge a reasonable fee that is limited to the actual cost of reproduction and mailing.

(e) **Limited Redactions.** The Union may only redact (black out) the following limited information:

1. Personal identifying information, such as Social Security numbers, personal bank account numbers, and home addresses.
2. Narrowly specific proprietary information where disclosure would violate a legal confidentiality agreement or expose the Union to significant legal or competitive harm.

Substantive financial terms, the names of parties to an agreement, and the duration of any agreement shall not be redacted.

2. Amendment to Article XVI (Headquarters Records)

Article XVI of the AP&P, "Headquarters Records," is amended by adding the following new Section 10:

Section 10. Index and Proactive Posting of Covered Financial Records.

(a) **Index of Records.** The Treasurer or their designee shall create and maintain an index of all Covered Financial Records as defined in Article VIII, Section 14. This index will include the type of record, the other party to the agreement (if any), effective dates, and where the document is stored.

(b) **Proactive Posting.** To improve transparency, the Union shall post and maintain the following documents on a secure, member-only section of its website or a similar electronic platform accessible to members:

1. The current, fully executed trust agreements and plan documents for all Union-sponsored benefit and retirement plans.
2. A plain-language annual summary of any related-party transactions disclosed by officers, directors, and covered staff on their annual financial disclosure forms.

(c) **Redactions for Posted Documents.** Any documents posted online may be redacted only to the limited extent permitted under Article VIII, Section 14(e).

Upon review, no amendments to the SEIU Local 503 Bylaws are necessary to implement this resolution. The changes outlined above are properly made to the Administrative Policies & Procedures (AP&P), which serves to supplement and implement the Union's

Bylaws. These amendments provide specific procedures for member rights and do not conflict with the existing governance structure established in the Bylaws.

To ensure consistency and eliminate conflicting policies within the Administrative Policies & Procedures, the new Section 14 of Article VIII ("Member Access to Covered Financial Records") replaces the old Section 8 of the same article.

Accordingly, the following text from Article VIII of the AP&P is hereby repealed and struck from the document:

~~**Section 8. Requests for Financial Information.**~~

~~(a) Requests for financial information from bargaining unit members shall be directed to the Treasurer of the Union.~~

~~(b) The Treasurer or designee may release a general overview of financial data.~~

~~(c) The Treasurer may delegate information requests to a Board member, staff member, or Statewide Officer to explain financial documents.~~

The new provisions—Article VIII, Section 14 and Article XVI, Section 10—are new additions to the AP&P as detailed in the "Amendment to the AP&P" section of this resolution.

BE IT FURTHER RESOLVED, that this resolution and the amendments to the Administrative Policies & Procedures (AP&P) contained herein shall take effect immediately upon adoption by the General Council.

The Treasurer and Executive Director, or their designees, are directed to complete the following implementation steps:

1. Within ninety (90) days of adoption, the Union shall publish and distribute to all members a clear, plain-language summary of their rights to access financial records under these new policies.
2. Within one hundred eighty (180) days of adoption, the Union shall:
    - Establish and implement the procedures for receiving, tracking, and fulfilling member requests for Covered Financial Records.

- Complete the initial index of Covered Financial Records as required by AP&P Article XVI, Section 10.
- Launch the secure, member-only website portal and post the initial set of documents required by AP&P Article XVI, Section 10.

The Board of Directors shall report on the status of this implementation at the next regularly scheduled General Council session.

IMPACT STATEMENTS

Financial: Implementation of this resolution would establish a new, permanent administrative function requiring substantial financial resources and ongoing staffing commitments. For an organization serving our membership, the estimated first-year cost ranges from approximately $555,000 to $1.325 million, with ongoing annual costs between $285,000 and $645,000. Estimates include increase staffing, consulting to create electronic platform, and cybersecurity measures to protect data.

Equity: This resolution would have a negative impact in that members would become privvy to individual member and staff financial matters that are not necessarily connected to union operations. In addition, a clear plan has not been identified that may protect records from cybercrime.

Legal: The resolution raises significant confidentiality and legal concerns. Provisions prohibiting the redaction of financial terms, party names, and contract details could conflict with confidentiality agreements, and other legal obligations owed to vendors and partners. In some cases, disclosure of protected information could expose the Union to contractual disputes, legal liability, or harm to sensitive organizing, bargaining, litigation, or strategic activities that unions traditionally safeguard. Further, posting additional financial and benefit-related records online and providing broad access to disclosure forms could increase the likelihood of unauthorized access, misuse of sensitive information, identity theft, harassment, or harm to individual members. This introduces meaningful legal, contractual, confidentiality, operational, and data-security risks.

Political: No political impact