

**STATE OF IOWA**  
**EMPLOYMENT APPEAL BOARD**  
**REGISTRATION REPORT**

1(A) Name of Employee Organization	1(B) Affiliation(s):
	1(C) Unit Designation (lodge, local, etc.):
1(D) Mailing Address (include name of representative for mailing)	
	Phone Number:
	E-Mail Address:

2 Indicate Type of Employee Organization <input type="checkbox"/> Local <input type="checkbox"/> National/International <input type="checkbox"/> Other	3. Month and Day on which the Fiscal Year of the Reporting Organization Ends:
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4. An employee organization is required by law to file with this Report one (1) copy of its constitution and by-laws. In lieu of this requirement, a national or international organization may file its constitution and by-laws, providing such documents conform to the requirements of the Act. Describe the documents which are being filed or have been filed to fulfill this requirement.

5. The Public Employment Relations Act also requires that the constitution or by-laws of every employee contain certain provisions relating to the items listed below. Indicate to the right of each item below where such provisions may be located in the constitution and/or by-laws of your organization.

(A) Accurate accounts of income and expenses; availability of such accounts for inspection by any member.	
(B) Annual financial report and audit.	
(C) Loans, if available to officers and agents, also available on same terms and conditions to all members	
(D) Prohibition against business or financial interest of its officers, agents, their spouses, minor children, parents, or otherwise, that conflict with the fiduciary obligations of such persons to the organization.	
(E) Bonding of officials and employees who handle funds or other property of the organization, trusts, or subsidiary organizations [See EAB rule 621 IAC 8.3 (20)].	
(F) Provisions for periodic elections by secret ballot subject to recognized safeguards concerning the equal rights of all members to nominate, seek office and vote in such elections.	
(G) Provisions for the right of members to participate in the affairs of the organization.	
(H) Provisions for fair and equitable procedures in disciplinary actions against members.	

6. Declaration: I do hereby declare that I am an authorized representative of the reporting employee organization; that said organization agrees and pledges to comply with the laws of the State of Iowa; that said labor organization will accept members without regard to age, sex, race, religion, national origin, or physical disability as provided by law; and that all changes or amendments to the constitution or by-laws of such organization will be promptly reported to the Board.

I have read the above and say under oath that it is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_

Name and Title Date

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Iowa.

\_\_\_\_\_  
Notary Public