

CWA LOCAL  
BYLAWS  
DISTRICT 7  
COMMUNICATIONS WORKERS  
OF AMERICA  
AFLCIO

REVISED SEPTEMBER 14, 2002

## ARTICLE I- NAME

This Local shall be known as Local 7032, Communications Workers of America.

## ARTICLE II- JURISDICTION

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the face of the Local Character.

## ARTICLE III- OBJECTS

The objects of Local 7032 shall be to represent and serve the members within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

## ARTICLE IV- LOCAL STRUCTURE

The structure of the Local shall consist of the following as determined by the Executive Board subject to approval by the membership:

1. Membership
2. Chief Stewards and Stewards
3. Committees
4. Executive Board
  - a. Executive Officers
    1. President
    2. Executive Vice President
    3. Secretary-Treasurer
  - b. Unit Presidents

## ARTICLE V- MEMBERSHIP

### Section 1- Eligibility

Any person eligible in the Communications Workers of America, as defined in Article V, of its Constitution, shall be eligible for membership in the Local if performing work within the Local's assigned jurisdiction, if employed on a part-time or full-time basis by the Union or the Local.

### Section 2- Application

Membership in the Local shall be obtained after and upon approval of any Membership Committee authorized to accept or reject membership in behalf of the Local, subject to the right of the Local to overrule the decision of the Membership Committee. Initiation fees shall be collected per the Union Constitution.

### Section 3- Transfer

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local, shall be made in accordance with Article V, of the Union Constitution.

### Section 4- Duties

Sign up the non-member, abide by the Constitution and the Local Bylaws, and provide to the Local Secretary-Treasurer their current address.

## ARTICLE VI- LOCAL DUES, FINES AND ASSESSMENTS

### Section 1- Local Membership Dues

- A. Each member of the Local shall pay minimum membership dues in accordance with the Convention action.
- B. Membership dues, which exceed in amount of the minimum membership dues may be authorized by the majority of those voting on the question, in accordance with the Local Bylaws.

### Section 2- Local Special Assessments

The membership of this Local may levy a special assessment only in the same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with Article VI of the Union constitution.

## ARTICLE VII- GOVERNING AUTHORITY

1. The affairs of this Local shall be governed by its membership in accordance with the Constitution and policies of the Union in the following manner:
  - A. Through action taken in Unit meetings or by referendum of the membership.
  - B. Through action and decision of the Local Executive Board between Unit Meetings.
  - C. By action and decision of the Executive Officers of the Local between meetings of the Executive Board.
  - D. The actions and decisions of the Executive Board and Executive Officers of the Local may be overruled by the membership in Unit meetings or by referendum.

## ARTICLE VIII- LOCAL MEETINGS

1. The Executive Board shall hold regular meetings of Units comprising this Local monthly or as deemed necessary.
2. A petition signed by 25% of the unit members may call special Unit meetings. Upon receipt of a proper petition, the Executive Board shall call a special meeting for the purpose set forth in the petition to be held after proper notification to the unit membership in accordance with the Local Bylaws.

## ARTICLE IX- LOCAL DELEGATES TO THE UNION CONVENTION AND ALL OTHER CWA CONSTITUTIONALLY CALLED MEETINGS

1. The Local President, Executive Vice President and Secretary-Treasurer are automatically delegates and the Local President is the Chair of the delegation.
2. Delegates to the Union Convention shall be elected by secret ballot not more than one hundred twenty (120) days nor less than thirty (30) days in advance of the Union Convention by referendum. Candidates shall be declared elected in the order of the respective plurality votes each receives.
  - A. Alternates shall be elected in the same manner as delegates.
  - B. Nominees shall only be candidates for one (1) position.
3. The Local shall determine the Convention votes assigned to each delegate following the provisions of the Union Constitution Article VIII.

- A. The Executive Board may appoint delegates to other conventions and conferences.
4. It shall be the duty of the Secretary-Treasurer of the Local to certify the Local delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in the Union Constitution Article VIII.

#### ARTICLE X- LOCAL COMMITTEES

1. The Local shall have the following regular committees:
  - A. Membership Committee or Committees
  - B. Legislative-Political Committee
  - C. Organizing Committee
  - D. Election Committee
  - E. Education-Mobilization Committee
  - F. Community Services Committee
  - G. Committee on Equity
  - H. Other committees as needed and approved by the Local Executive Board.
2. Members of all Committees shall be appointed by the Local President, subject to the right of a majority vote of the Local Executive Board and or the Local Membership to overrule such appointment or the Local Executive Board.
3. Vacancies or additions on the Committees shall be filled in the same manner as original appointments.
4. Removal of Committee Members
  - A. Any member of any Local Committee may be removed by a majority vote of the Local Executive Board, subject to the right of the Local membership to overrule the removal.
  - B. Any member of any Local committee may be removed by majority vote of the Local in Unit meetings.
5. Duties of Committees:
  - A. Membership Committee or Committees  
The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the Bylaws and rules of this Local and policies of the Union and Article V of the C.W.A. Constitution.
  - B. Legislative-Political Committee  
The Legislative-Political Committee shall assist in developing and pursuing the program of the Union and the Local in the legislative-political field. It shall be responsible for the Local's program to register each qualified voter.
  - C. Organizing Committee  
The Organizing Committee shall assist the Local Officers and members in organizing all non-union employees within the Local's jurisdiction as well as unorganized workers in external units.
  - D. Election Committee  
The Election Committee shall conduct all nominations, elections and referenda in this Local and shall consist of at least three (3) members.

E. Education-Mobilization Committee

The Education-Mobilization Committee shall assist in developing the Local's education program and with the Local Executive Board, be responsible for effectuation the Union and Local's educational-mobilization program.

F. Community Service Committee

The Community Service Committee shall assist in developing all community service programs.

G. Committee on Equity

The Committee on Equity shall study and report to the Local on the ways and means of eliminating discrimination of the basis of sex, race, or any other basis.

H. Other Committees

Any other committees shall perform duties as assigned by the Local Executive Board.

## ARTICLE XI- ORDER OF BUSINESS

The order of business at Executive Board and Unit meetings shall be as follows:

1. Call to order
2. Roll call (optional)
3. Reading and action on minutes of previous meeting(s)
4. Report of Officers
5. Report of Committees
6. Unfinished business
7. New business
8. Adjournment

The order of business may be suspended by majority vote of the members present.

## ARTICLE XII- DUTIES OF THE EXECUTIVE BOARD MEMBERS

### Section 1

A. The Executive Board Members of the Local shall be:

1. The Local President
2. The Local Executive Vice President
3. The Local Secretary-Treasurer
4. The Unit Presidents

B. Duties of the Local President

1. Be responsible for the conduct of all Local business.
2. Preside at Local Executive Board and Local Executive Officers' meetings.
3. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
4. Supervise and be ex officio member of all Local committees.
5. Approve all bills to be paid, and countersign all checks drawn on the Local treasury.
6. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or required by the policies of Constitution of the Union.

- C. Duties of the Local Executive Vice President
  - 1. Work under the direction of the Local President.
  - 2. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or the Local President.
- D. Duties of the Local Secretary-Treasurer
  - 1. Maintain a record of the Local membership and keep minutes of all Local Officer meetings and meetings of the Local Executive Board.
  - 2. Furnish both the District Vice President and Secretary-Treasurer of the Union with two copies of any changes in the Local Bylaws within ten (10) days after such changes are adopted.
  - 3. Be responsible for furnishing the Secretary-Treasurer of the Union with all the proper forms signed by Local Officers which are required by State and Federal laws immediately upon execution.
  - 4. Be custodian of all assets of the Local and make a report to each Executive Board meeting.
  - 5. Cause the payment of all bills approved by the Local President.
  - 6. Perform such other duties as may be assigned by the Local President, the Local Executive Board and the Local membership.
  - 7. Be bonded, as must any other person who handles Local funds or other property in accordance with the Union's Constitution or any State or Federal law.
- E. Duties of the Unit Presidents
  - 1. The Unit Presidents shall work under the direction of the Local Executive Officers and shall perform such duties as assigned by the Local Executive Officers and the Local membership.
  - 2. The Unit Presidents shall be responsible for Unit meetings in their represented jurisdiction.
- F. Duties of the Local Executive Board
  - 1. Be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters concerning the good and welfare of the members.
  - 2. Meet as necessary. The Local President shall call a meeting of the Executive Board or whenever requested by a majority of the Board members.
  - 3. Cause an annual budget to be prepared and presented to the membership.
  - 4. Be responsible for the operation of strike action procedures as outlined in the Union Constitution.
  - 5. Actions and decisions of the Executive Board are subject to the right of the membership to overrule.
  - 6. A majority of the Executive Board shall constitute a quorum.
  - 7. Be responsible for determining the Units within the represented jurisdiction of each Unit President.

## Section 2- Chief Stewards and Stewards

- A. Shall be recommended by the Unit President from the Unit they represent, pending approval of the Executive Board of the Local and by a majority of the Unit Membership at a Unit meeting.
- B. Shall work under the direction of the Unit President. They shall perform such duties and responsibilities as may be assigned by the Local President or the Local Executive Board.
- C. Chief Stewards and Stewards may be removed in the same manner as appointed. The membership may overrule a removal by a majority of the unit at a Unit meeting.
- D. Vacancies will be filled in the same manner as appointed.

## ARTICLE XIII- EXPENSE ALLOWANCE

- 1. The expense allowance of the Local Officers shall be set by the Local Executive Board and conform to the Annual Budget.

## ARTICLE XIV- CONDUCT OF MEETINGS AND QUORUM

- A. Meetings of this Local or Unit shall be conducted under these Bylaws and rules of the Local and in conformation with the Union Constitution. On questions where the Local Bylaws, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. The number constituting a quorum for Local or Unit meetings shall be a majority of those attending when "Due Notice" of the meeting has been met. In the case of emergency Unit meetings where "Due Notice" cannot be fulfilled, a quorum will be 25% of total unit members. "Due Notice" of the meeting shall be ten (10) calendar days.
- C. A majority of the members of the Executive Officers or of the Executive Board, shall constitute a quorum for those bodies.

## ARTICLE XV- NOMINATIONS AND ELECTIONS OF LOCAL OFFICERS AND CONVENTION DELEGATES

### Section 1-Nominations

- A. Local Executive Officers and Unit Presidents (Unit specific) shall be nominated at Unit meetings in the month of September of each third year.
- B. No member, who must be present, may accept the nomination for more than one position on the ballot.

### Section 2- Secret Ballot Election

- A. Local and Unit elections shall be held in October of each third year.
- B. In any election required to be held by secret ballot, a reasonable opportunity must be given for the nomination of candidates. Write-in candidates will not be accepted.
- C. At least fifteen (15) days notice of such election must be mailed to each member at his/her last known address.
- D. If only one nominee exists for any office, a motion from the floor to elect by acclamation would be in order.

### Section 3- Local Election Committee

- A. The nomination and election of the Local Executive Board and delegates to the CWA Convention shall be conducted under the supervision of the Election Committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with federal law, the Union Constitution and these Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of his/her choice.
- B. The Chair of the Election Committee shall appoint two or more members to assist in conducting the election.
- C. A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of the Local or delegate to the CWA Convention.
- D. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board in accordance with Article XV of the CWA Constitution.

### Section 4- General Provisions

- A. Only members of the Local in good standing shall be eligible to vote.
- B. The nominee in any Executive Board election receiving a majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
- C. The term of office shall be for 3 years.
- D. The officers shall take office upon certification of the Election Committee.
- E. Delegates and Alternates to the Union Convention are elected under the provisions in Article IX of the Local Bylaws.

### Section 5- Vacancies

A vacancy in the office of President shall be filled by the Executive Vice President. Vacancies with over six (6) months remaining in other offices shall be filled in the same manner required for a regular election. Vacancies with less than six (6) months remaining in other offices shall be appointed by the Executive Board.

## ARTICLE XVI- STRIKES

The calling, conduct and termination of strikes affecting this Local shall at all times be carried out in compliance with the rules prescribed by the Union and Article XVIII of its Constitution.

## ARTICLE XVII- CHARGES, TRIALS, AND APPEALS

### Section 1- Charges

Members of this Local may be fined, suspended and/or expelled in the manner provided in these Bylaws, for any of the acts enumerated in Article XIX of the Union Constitution.

#### Section 2- Trials

Any accused member, including officers of this Local shall be tried under the provisions of Article XX of the Union Constitution.

#### Section 3- Appeals

A member or officer of this Local, upon being found guilty by a Local trial court may appeal as provided in Article XX of the Union Constitution.

#### Section 4- Trial Court

A trial court of this Local shall be composed of three (3) persons who are members of this Local and not parties to the proceedings and who shall be selected by the governing body of the Local in accordance with Article XX of the Union Constitution.

### ARTICLE XVIII- RECALL OF OFFICERS

Any elected Officers of this Local may be recalled in accordance with the provisions of Articles XXI, Section 2 and Article XXII, Section 8 of the Union Constitution.

### ARTICLE XIX- AMENDMENTS TO THE BYLAWS

After adoption these Bylaws may be amended by:

1. A majority vote of the members in a referendum.

### ARTICLE XX- REFERENDUM OF THE LOCAL

A. The Election Committee shall submit any questions to a referendum of the membership when directed to do so by:

1. A majority vote of the Local Executive Board.
2. 25% or more of the membership of the Local, certifying in writing to the Secretary-Treasurer of the Local their desire for a referendum.

B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

### ARTICLE XXI- FISCAL YEAR AND AUDIT

A. The fiscal year of this Local shall be from October 1<sup>st</sup> to and including September 30 of the succeeding year.

B. The financial records of this Local shall be audited by a Certified Public Accountant (or by a committee selected by the Local Executive Board) at the end of each fiscal year. The results of such audit shall be available for the inspection of any member of the Local and a copy thereof shall be sent to the District Vice President.

### ARTICLE XXII- LETTERS TO THE COMPANY

All letters written to the Company in the Name of the Local from any member, group of members or Officer shall first be submitted to the Local President. In the case of urgent matters, the contents of such letters shall be submitted by telephone, fax or electronic mail to the Local President before their submission to the Company.

This article is intended solely to prevent action or correspondence in the name of the Local which would tend to bring the Union or the Local into disrepute. It is not intended to limit or deny members any rights they have been granted by any other instruments.

#### ARTICLE XXIII- OATH OF OFFICE

A person elected to an office of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I (give name) hereby accept the office of (name of office) of Local 7032, Communications Workers of America, with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties according to the Bylaws and rules of the Local and the Constitution and policies of the Union.

I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local and the Union to the best of my abilities, so help me God."

#### ARTICLE XXIV- ADOPTION

These Bylaws shall be adopted upon the approval of a majority of the Members voting upon their adoption by referendum of the membership called for this purpose.

Bylaws as amended, September 14, 2002