

BYLAWS OF CWA LOCAL 4671

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COMMUNICATIONS WORKERS OF AMERICA

LOCAL 4671 BYLAWS

ARTICLE 1 – NAME

This Local shall be known as local 4671, 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 Charter.

ARTICLE III – OBJECTS

The objects of Local 4671 shall be to represent and serve the workers 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:

- (1) Membership
- (2) Executive Board
- (3) Officers
- (4) Chief Stewards
- (5) Job Stewards
- (6) Committees

ARTICLE V – MEMBERSHIP

Section 1 – Eligibility

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

Section 2 – Application

Membership in the local shall be obtained after payment of the Local initiation fee of \$2.00 and upon the approval of any membership committee authorized to accept or reject membership on behalf of the

Local, subject to the right of the Local to overrule the decision of a Membership Committee.

A member who voluntarily resigns from the Union and reapplies for membership will be accepted only after an initiation fee of \$5.00 is paid to the Local. This initiation fee may be waived by recommendation of the Membership Committee at a Local Membership Meeting.

Section 3 – Transfers

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.

ARTICLE VI – LOCAL DUES AND ASSESSMENTS

Section 1 – Local Dues

Each member of the Local shall pay minimum membership dues of two hours pay per month in accordance with Convention action. Membership dues which exceed in amount the minimum membership dues may be changed only by a majority of those voting on the question by secret ballot referendum or by a majority secret ballot vote in a Local Membership meeting where a quorum is present, if the question has been advertised on bulletin boards at least fifteen (15) days in advance of the meeting, or by notice mailed, postage prepaid, to each member to the last known address, at least fifteen (15) days in advance of the meeting.

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.

Section 3 – Fines

Executive Board members shall be assessed 25% of their respective monthly union salary for each absence at Executive Board meetings, unless previously excused by the Local President. Such assessments shall be deducted from the Executive Board member's salary. An Executive Board member who is absent without being previously excused from two (2) consecutive Executive Board meetings shall be recalled from office, pending review and reinstatement by the Executive Board.

ARTICLE VII – GOVERNING AUTHORITY

Section 1- Membership

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 Local Membership meetings of all Areas or by referendum of the membership.
- (b) Through actions and decisions of a majority of the Executive Board between Local Membership meetings.
- (c) Through actions and decisions of the Local Officers between meetings of the Executive Board.
- (d) The actions and decisions of the Executive Board, and/or Officers of the Local between Local Membership meetings may be overruled by a majority of the membership by referendum.

Section 2 – Executive Board

The Local Executive Board shall consist of the following:

President, Vice President, Secretary, Treasurer, and one Area Union Representative from each of the following areas: South, North, East, West, and Call Center with respective memberships to be determined by the records of the Local Secretary. Representation duties may be assigned to another Executive Board member by the Local President with the approval of a majority of the Executive Board members. This is subject to appeal by the respective membership.

ARTICLE VIII – AREA AND LOCAL MEMBERSHIP MEETINGS

Area meetings of this Local may, at the discretion of the Area Union Representative, be held as close to the second Wednesday of the month as possible. Local Membership meetings may be held quarterly throughout the Local. Local Membership meetings may be called by a majority vote of the Executive Board, Local Officers, or by a petition signed by 25% of the membership. Upon receipt of a proper petition a Special Local Membership meeting shall be held within twenty five (25) days after proper notification of the Special meeting has been given to the membership. Robert's Rules of Order shall be the authority to conduct all meetings of Local 4671.

ARTICLE IX – LOCAL DELEGATES TO NATIONAL CONVENTION

- (a) Delegates and Alternate Delegates to the National Convention shall be elected by the membership on a secret ballot by a plurality vote no more than 120 days before nor less than 30 days in advance of the National Convention at a General Membership or a Special General Membership meeting.
- (b) In the event the Local elects to send more than one delegate to the Union Convention, the Local shall determine the Convention votes assigned to each delegate in accordance with Article VII of the Union constitution.
- (c) It shall be the duty of the Secretary 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 Article VIII of the Union Constitution.

ARTICLE X – LOCAL COMMITTEES

- (a) The Local shall have the following Committees:
 - (1) COPE (Committee on Political Education) Committee
 - (2) Community Services Committee
 - (3) Editor Committee
 - (4) Education Committee
 - (5) Election Committee
 - (6) Environmental Education Committee
 - (7) Equity Committee
 - (8) Finance Committee
 - (9) Legislative Committee
 - (10) Membership Committee
 - (11) Organizing Committee
 - (12) Publicity Committee
 - (13) Recreation Committee
 - (14) Safety Committee
 - (15) Scholarship Committee
 - (16) Social Committee
 - (17) Women’s Committee
- (b) Members of all Committees shall be appointed by a majority vote of the Executive Board, subject to the right of the Local membership to overrule such appointments.
- (c) Vacancies on Committees shall be filled in the same manner as the original appointments.

(d) A member of any Local Committee may be removed by a majority vote of the Executive Board, subject to the right of the Local to overrule the action of the Executive Board. A Committee member may also be removed by action of the Local in a Local Membership meeting.

(e) The President may appoint such other Committees as may from time to time be necessary, with the approval of the Executive Board.

(f) Duties of Committees:

(1) COPE Committee – The COPE Committee shall be responsible for implementing and carrying out of the COPE program.

(2) Community Services Committee – The Community Services Committee shall assist in developing all Community Services programs.

(3) Editor Committee – The Editor Committee shall work under the direction of the Local Editor on all Local 4671

publications.

(4) Education Committee – The Education Committee shall assist in developing the Local’s educational program and, with the Officers, be responsible for effectuating the Union’s and Educational program.

Local
Local’s

(5) Election Committee – The Election Committee shall conduct all elections and referenda of this local.

(6) Environmental Education Committee – The Environmental Education Committee shall work on Local projects and participate in area and state programs to promote and preserve our natural resources.

(7) Equity Committee – The Equity Committee shall develop and participate in Local, company, and community programs to assist ail minority groups and other needy persons.

(8) Finance Committee – The Finance Committee shall be chaired by the Local Treasurer and will develop a proposed annual budget, required changes in the dues structure, and submit necessary recommendations for the approvals of the Local Executive Board and the Local Membership.

(9) Legislative Committee – The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. It shall be responsible for the Local’s program to register each qualified voter.

- (10) Membership Committee – The Membership Committee shall accept or reject membership applications in accordance with the Bylaws and rules of the Local and Article V of the CWA Constitution and policies of the Union.
- (11) Organizing Committee – The Organizing Committee shall assist the Local Officers and members in organizing all non-union employees within the Local’s jurisdiction.
- (12) Publicity Committee – The Publicity Committee shall coordinate publicity for the Local and all its committees to bring to the attention of the members and the community all Local projects and activities by use of all available media.
- (13) Recreation Committee – The Recreation Committee shall coordinate all Local sports activities.
- (14) Safety Committee – The Safety Committee will avail themselves of safety and health training and be prepared to identify and evaluate hazards and means of control, file safety complaints with the proper State and/or Federal agencies, help coordinate support for legislation aimed at protecting health and safety, and to keep the Local Membership informed of items relating to the subject.
- (15) Scholarship Committee – The Scholarship Committee shall establish the rules for eligibility for the yearly Local Scholarship. The amount of the Scholarship will be determined at the discretion of the Scholarship Committee subject to Executive Board approval. A random drawing will be held to determine scholarship winners.
- (16) Social Committee – The Social Committee shall have charge of all social activities of the Local.
- (17) Women’s Committee – The Women’s Committee shall develop and participate in Local, State, and National Union programs to assist all members in the field of Equal Opportunities within the Local.

ARTICLE XI – ORDER OF BUSINESS

- a) The order of business at a Local meeting shall be as follows:
 - (1) Call to Order
 - (2) Invocation (optional)
 - (3) Roll Call (optional)
 - (4) Action on Minutes of Previous Meeting(s) (optional)
 - (5) Report of Officers
 - (6) Report of Committees
 - (7) Unfinished Business

- (8) New Business
- (9) Good and Welfare
- (10) Adjournment

(b) The order of business may be suspended by a two-thirds (2/3) vote of the members present.

ARTICLE XII – LOCAL OFFICERS, AREA UNION REPRESENTATIVES, CHIEF STEWARDS, JOB STEWARDS AND THEIR DUTIES

Section 1 – Local Officers

(a) The Officers of the Local shall be:

- (1) Local President
- (2) Local Vice President
- (3) Local Secretary
- (4) Local Treasurer

(b) The duties of Local Officers shall be as follows:

(1) The Local President shall –

- (a) Be responsible for the conduct of all Local Business.
- (b) Preside at Local Executive Board, Local Officers’ meetings, Local Membership meetings, and upon request, at Area Membership meetings.
- (c) Be a Delegate to all Conventions of the Union and chair of the Local’s delegation.
- (d) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled by request of Area Union Representatives.
- (e) Supervise all Local Committees.
- (f) Approve bills to be paid, and countersign checks drawn on the Local Treasury and
- (g) Perform whatever additional duties as may be assigned by the Local or required by the policies.

(2) The Local Vice President shall –

- (a) Work under the direction of the Local President and
- (b) Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

(3) The Local Secretary shall –

- (a) Maintain a record of the Local Membership.
- (b) Maintain the minutes of all meetings of the Local and record the Local Executive Board meetings.
- (c) Furnish the District Vice President and Treasurer of the Union with copies of any changes in these Bylaws within ten (10) days after such changes are made.

- (d) Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.
- (4) The Local Treasurer shall -
- (a) Be custodian of all assets of the Local.
 - (b) Report via Area Representatives to the membership of the financial status of the Local.
 - (c) Be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any State or Federal law.
 - (d) Cause the payment of all bills approved by the Local President, Local Executive Board, and Local and perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

Section 2 – Area Union Representatives

- (a) Area Union Representatives shall be elected in the month of November to hold office for three (3) years or until a successor is elected, by the members of each Area which has been established by the Executive Board on an area or work group basis.
- (b) Area Union Representatives shall preside over meetings of their respective Chief Stewards and other Area Meetings as they deem appropriate.
- (c) Area Union Representatives shall appoint as many Chief Stewards in each of their respective Areas as they deem necessary for proper Area operation.
- (d) Area Union Representatives shall be members of the Executive Board and shall work under the direction of the President and perform such other duties as may be assigned by the Executive Board or the members of their respective Area.

Section 3 – Chief Stewards

The duties of Chief Stewards shall be as follows:

- (a) Work under the direction of the Area Union Representative and perform whatever duties as may be assigned by the Local Executive Board or the Area Union Representative.
- (b) Chief Stewards will conduct membership meetings under the direction of their Area Union Representative.

Section 4 – Job Stewards

The duties of Job Stewards shall be as follows:

- (a) Work under the direction of Chief Stewards and perform whatever duties as may be assigned by the Local Executive Board or Area Union Representative.

ARTICLE XIII – CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS, AND QUORUM

- (a) Membership meetings and any other business of this Local shall be conducted under these Bylaws and the rules of the Local and in conformity 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 Area meetings or Local membership meetings shall be any number of members present, provided due notice of the meeting has been given the members of the Local or Area. “Due Notice” shall mean a notice posted at least fifteen (15) days prior to the meeting.
- (c) A majority of the Officers or a majority of the members of a Committee shall constitute a quorum for these bodies.

ARTICLE XIV – NOMINATION AND ELECTION OF LOCAL OFFICERS AND AREA REPRESENTATIVES

Section 1 – Nominations

Area Union Representatives shall be nominated in the month of November every three (3) years at their respective Area Meetings. Local Officers shall be nominated in the month of October every three (3) years at the Local Membership Meeting.

Section 2 – Elections

Election of Local Officers and Area Union Representatives by the members in the Local or Area shall be by secret ballot of the membership in the month of November every three (3) years. Notice of the election shall be posted and mailed to each member at their last known address not less than fifteen (15) days prior to the election. Such notice must specify the time and place of the election and the offices to be filled. Elections will be conducted in the following manner:

- (1) Ballot conducted by U.S. Mail
- (2) There shall be no “write in” votes in the election of Local Officers, Area Union Representatives, or Convention Delegates.
- (3) In the event there is only one nominee for an elected position on a ballot, the Election Committee Chairperson may request a unanimous ballot for the nominee(s) and these nominees may be elected at that time.

Section 3 – Local Election Committee

- (1) The nomination and election of Local Officers, members of the Executive Board, and Delegates to the CWA National 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 the Union Constitution and these Bylaws with reasonable opportunity for each member to nominate and vote for the candidate of their choice. In the event a member desires to be nominated for any elected position and is unable to attend the nomination meeting, a signed, dated statement stating “If nominated I will run for (whatever position)” may be given to the Election Committee Chairperson and after the required second, that member’s name will be placed in nomination.
- (2) The Election Committee shall also conduct any referenda submitted to the membership.
- (3) A member shall not be permitted to serve on the Election Committee if the member is a candidate for any office of the Local or Delegate to the CWA Convention.
- (4) 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 and/or membership of the Local.

Section 4 – General Provisions

- (1) The nominee in any election receiving the majority of the votes cast shall be declared elected. In the case of elections requiring a majority vote, if no one nominee receives a majority on the first ballot, a run-off election shall be conducted and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot. If no one nominee receives a majority on the first ballot and there is a tie for second place, a run-off election shall be conducted and the person receiving the

ARTICLE XVII – RECALL OF LOCAL OFFICERS

Any elected Officer of this Local may be recalled in accordance with the provisions of Articles XX and XXII of the Union Constitution.

ARTICLE XVIII – AMENDMENTS TO LOCAL BYLAWS

After adoption, these Bylaws may be amended by a majority vote of the members present at a Local Membership or Special Local Membership meeting in the following manner:

- (a) Motion must be posted on the Local's bulletin boards forty-five (45) days in advance and printed in one (1) issue of the Local's official publication (newsletter).
- (b) The above notice specified in paragraph (a) will include the time, date, and place of the meeting and a complete explanation (including intent) of the proposed change. Both existing and proposed language shall be included.

ARTICLE XIX – REFERENDUM OF THE LOCAL

- (a) The Local Election Committee shall submit any question to a referendum of the membership when directed to do so by action of a regular or Special Local Membership meeting.
- (b) Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX – FISCAL YEAR AND AUDIT

- (a) The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.
- (b) The financial reports of this Local shall be audited by a Certified Public Accountant or by the Finance Committee of the Local at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local.

ARTICLE XXI – AFFILIATIONS

The Local shall be affiliated with the Wisconsin State AFI-CIO. The Local shall endeavor to affiliate with Central Labor Councils throughout the Local's jurisdiction.

ARTICLE XXII – COPE AND UNION CHARITIES

- (a) The Local shall pay from the treasury every year the present established quota for the Committee on Political Education. The payment shall be made after January 1st and not less than 60 days before the National Convention. Increases in the present established quota shall be subject to membership approval at the first Local membership meeting of the year.

ARTICLE XXIII – OATH OF OFFICE

Each elected Officer 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 (give Local number 4671), 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 the 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 ability, so help me God.”

ARTICLE XXIV – ADOPTION

These By-laws shall be adopted upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose.

These Local By-laws were recommended for adoption by the Local Executive Board on 1/8/09.

This copy includes all amendments as of May 18, 2009. Voted on by Local membership meeting Rhinelander WI.