

COMMUNICATIONS WORKERS OF AMERICA

LOCAL 9003



BYLAWS

**BYLAWS
CWA LOCAL 9003**

**ARTICLE 1
NAME**

This Local shall be known as Local 9003, Communications Workers of America, or CWA 9003.

1. Hereafter, Local 9003 shall be referred to as the Local or CWA 9003. The International Communications Workers of America shall be referred to as the Union or initials CWA.

**ARTICLE 2
JURISDICTION**

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

**ARTICLE 3
OBJECTS**

The objects of Local 9003 shall be to represent the workers within its jurisdiction in accordance with the Bylaws of the Local and the Constitution and policies of the Union.

**ARTICLE 4
STRUCTURE**

The structure of the Local shall consist of the following:

1. The Membership
2. The Executive Board
3. The Officers
4. The Stewards
5. Committees

**ARTICLE 5
MEMBERSHIP**

Section 1. Eligibility

Any person eligible for membership in CWA, as defined in Article 5 of the Constitution, shall be eligible for membership in this Local if performing work within the Local's jurisdiction, or if employed on a part-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 the Membership Committee. However, the initiation fee may be waived by the Membership Committee or Local Executive Board.

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 the provisions of Article 5 of the CWA Constitution.

Section 4. Reapplication

Reapplication for membership by any person who has chosen not to be a member for reasons other than those specified in Article 19 of the Constitution, shall require a minimum reaffiliation fee of \$25. Such fee may be adjusted or waived by the Executive Board or a 2/3 vote of the members present at a General Membership meeting.

ARTICLE 6 DUES, ASSESSMENTS AND FINES

Section 1. Membership Dues

- A. Members of this Local shall pay minimum membership dues in the amount of two and one-quarter (2-1/4) hours of the Basic Weekly Wages per month. The term "Basic Weekly Wage" will be deemed those wages paid to members, exclusive of overtime and premium payments, shift and senior differentials, etc.
- B. Membership dues may be changed by majority vote by secret ballot of the members in good standing voting at a General or Special Membership meeting, provided the question has been communicated.
- C. Retirees who wish to maintain full membership rights shall be required to pay dues based on their monthly pension amount and in accordance with the CWA Constitution and rules of the Local.

Section 2. 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 assessment levied shall be in compliance with Article 6 of the CWA Constitution.

Section 3. Fines for Strike Breakers

Members who work without proper Union authorization during the period of a properly approved strike in or for an establishment which is being struck by the Union or Local shall be subject to a fine of an equivalent amount to that which was earned during the strike when the work was performed. Such fine may be adjusted or waived by the Executive Board or a 2/3 vote of the membership present at a General Membership meeting.

Members sitting in for managers who are working as strike-breakers during an authorized CWA strike, shall be subject to a fine of an equivalent amount to that which was earned during the strike when the work was performed.

ARTICLE 7 MEETINGS

Section 1

Regular meetings of the Local shall be held bi-monthly. Meetings shall start at 6:30 p.m. and adjourn no later than 8:30 p.m. unless 2/3 of the members present vote to extend the meeting. Notice of Membership meetings shall be posted on all Local bulletin boards and webpage(s).

Section 2

Special meetings shall be held upon written request of 20% of the membership or, when deemed necessary by the President or a majority of the members of the Executive Board. Upon receipt of a proper petition, the President shall call a Special meeting to be held within 20 days.

Special meeting notices shall be communicated to all members by whatever methods are deemed

necessary by the President. Where time limits allow, notices shall be made at least 15 days prior to the meeting.

Section 3

- A. The number constituting a quorum of Local meetings shall be 25, and a quorum must be present 30 minutes after the published meeting time or a meeting will not be held.
- B. In the event a quorum is lost during a Membership meeting, motions may be passed with a minimum of 13 affirming votes.
- C. A majority of the Officers, Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

Section 4

Membership meetings and any other business of this Local shall be conducted under these Bylaws and such rules as the Local may adopt in conformity with the CWA Constitution. On questions where these Bylaws, the Local rules or the CWA Constitution do not clearly apply, Roberts Rules of Order shall govern.

Section 5

The order of business at a Local meeting shall be as follows:

- 1. Call to order
- 2. Roll call (optional)
- 3. Introduction of guests and/or new members
- 4. Reading and action on Minutes of previous meetings
- 5. Reports of Officers
- 6. Reports of Executive Board Members
- 7. Reports of Committees
- 8. Unfinished Business
- 9. New Business
- 10. Good and Welfare
- 11. Adjournment

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

ARTICLE 8 GOVERNING AUTHORITY

The affairs of this Local shall be governed by its membership in the following manner:

- A. Through actions taken in Membership meetings and by referendum of the membership.
- B. By actions and decisions of the Executive Board between Membership meetings, such action to be in compliance with the CWA Constitution and policies, these Bylaws and Rules of the Local.
- C. By actions and decisions of the Local Officers between Executive Board and Membership meetings; however, their actions shall be subject to review of the Executive Board and/or membership.

ARTICLE 9 DUTIES OF LOCAL OFFICERS, EXECUTIVE BOARD MEMBERS AND STEWARDS

Section 1. The Executive Board

The Executive Board of the Local shall consist of the Officers and the Executive Board Members.

- A. The Officers of the Local shall be:

President
Executive Vice President
Secretary/Treasurer
One (1) Vice President – Verizon, so designated for election purposes only
One (1) Vice President – AT&T, so designated for election purposes only

- B. The Executive Board Members of the Local shall be:
Two (2) Executive Board Members – Verizon, so designated for election purposes only.
Five (5) Executive Board Members – AT&T, so designated for election purposes only.
One (1) Executive Board Member - External Units, so designated for election purposes only.
A vacancy in the External Units post will be filled only when the aggregate number of members in the external units equals 325 or more. External Units are all bargaining units in the jurisdiction of Local 9003, except Verizon and AT&T companies.

Section 2. Duties of the President

The President shall:

- A. Preside at meetings of the Local and Executive Board and shall be responsible for the conduct of the Local, including:
1. The prosecution of grievances and referring them to higher levels of the Union, if not settled.
 2. The supervision of all committees of the Local.
 3. The approval of all bills to be paid by the Secretary/Treasurer, and to countersign checks drawn on the treasury of the Local.
- B. Have such additional duties as assigned by the Local, the Executive Board or required by the Constitution or policies of the Union.
- C. Hold no other office in the Local.
- D. Be a delegate to the CWA National Convention and shall be Chairperson of the delegation.

Section 3. Duties of the Executive Vice President

The Executive Vice President shall:

- A. Work under the direction of the President and shall perform such duties as assigned by the President, the Executive Board and the Local.
- B. In the absence of the President, shall assume all the duties of the President.
- C. Hold no other office in the Local.
- D. Be a delegate to the CWA National Convention.

Section 4. Duties of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A. Keep minutes of all Membership and Executive Board meetings.
- B. Maintain a record of the Local membership.
- C. Furnish the District Vice President and the Union with two (2) copies of any changes in the Local Bylaws within ten (10) days after such changes are made.
- D. Be bonded as must any other person who handles Local funds or other property in accordance with the CWA Constitution or any State or Federal Law.
- E. Submit a financial report at each regular monthly Membership meeting and furnish the Local Office with a copy of the report.
- F. Cause the payment of bills approved by the President.
- G. Perform such other duties as assigned by the Local, the Executive Board or the President.
- H. Be a delegate to the CWA National Convention.
- I. Hold no other office in the Local.

Section 5. Duties of the Vice Presidents

The Vice Presidents shall:

- A. Work under the direction of the President and shall perform such duties as assigned by the President, the Executive Board and the Local.
- B. Hold no other office in the Local.
- C. Be a delegate to the CWA National Convention.

Section 6. Duties of the Executive Board Members

The Executive Board Members shall:

- A. Work under the direction of the President and shall perform such duties as assigned by the President, the Executive Board and the Local.
- B. Perform such other duties as may, from time to time, be assigned to them to carry out the functions of their office.
- C. Hold no other office in the Local.
- D. Be responsible for making decisions and taking action on behalf of the membership between Membership meetings on all matters concerning the good and welfare of the members.
- E. At all times follow the policies and programs of the Union and Local and shall have authority to establish policies and programs between meetings of the membership on all matters of policy not otherwise defined by the Union or the Local.
- F. Meet monthly at such time and place as designated by the President.
- G. Appoint, upon the recommendation of the President, Chief Steward(s), Area Stewards, Stewards and Committee Chairs subject to provisions of these Bylaws.
- H. Remove, by a majority vote of the Executive Board, any Local appointees subject to the approval of the membership.
- I. Be a delegate to the CWA National Convention in accordance with the provisions of Article 12 of these Bylaws.

Section 7. Duties of the Chief Steward(s)

The Chief Steward(s) shall:

- A. When needed, Chief Steward(s) shall be appointed upon the recommendation of the President.
- B. Work under the direction of the President or his or her designee.
- C. In conjunction with the President and the Executive Board, be responsible for the establishment and maintenance of an adequate Stewards' structure for the bargaining unit(s) to which they are assigned.
- D. Maintain an accurate record of grievances.

Section 8. Duties of the Area Stewards

The Area Stewards shall:

- A. Work under the direction of the President and the Executive Board, and be responsible for the establishment and maintenance of the steward structure for their area.
- B. Assist in processing grievances within their area.
- C. Assist in the coordination of handling of grievances which may affect the membership of the Local.
- D. Work under the direction of the President or his or her designee.
- E. Together with the President or his or her designee, be responsible to the membership for the processing of grievances within the bargaining unit(s) to which they are assigned.
- F. Assist in maintaining an accurate record of grievances.

- G. Attend meetings as required by the Local.
- H. Perform such other duties as may from time to time be assigned to them to carry out the functions of their office.
- I. See that new stewards' names are submitted to the Local for training classes.
- J. See that the stewards and the membership are informed at all times about Union policies, programs, bargaining, political action, legislation and important Union activities, and see that there is full participation by the stewards and the membership.

Section 9. Duties of the Stewards

Stewards shall:

- A. See that the job is Union by signing all workers for whom they are responsible.
- B. See that the Contract is observed by management.
- C. See that the membership is informed at all times about Union policies, programs, bargaining, political action, legislation and important Union activities and see that there is full participation by the membership.
- D. Perform such duties as may be assigned by the Local President or his/her designee.
- E. Be in attendance at all meetings and activities concerning the good and welfare of the Local.
- F. Work under the direction of the Area Steward or member of the Executive Board to whom they are assigned.

ARTICLE 10
NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Nominations

- A. Officers and Executive Board Members shall be nominated at the regular meeting in the month of September of every third year.
- B. Nominees must be present at the meeting at which they are nominated or shall have given acceptance of the nomination in writing to the Secretary/Treasurer prior to the start of the Membership meeting at which nominations are to be taken.
- C. Candidates may run for only one (1) position in any election.
- D. The sequence of nominees on the ballot shall be by lot for each position in the contest.
- E. Nominations for Officers, Executive Board Members must be posted at least (15) fifteen days in advance on all Local bulletin boards and website(s).
- F. Candidates seeking an office with a designation associated with a bargaining unit (ie: Vice President - AT&T; Executive Board Member – Verizon) must be a member of that bargaining unit in order to be eligible to hold such office.

Section 2. Elections

- A. All general elections of the Officers, Executive Board Members will be conducted by United States mail ballot. The mail ballot will be posted by first-class mail to each member at his/her last known recorded address at least fifteen (15) days prior to the day the ballots are to be counted. Each ballot will be accompanied by a self-addressed prepaid return envelope.
- B. Election of Officers and Executive Board Members shall be by secret ballot cast during the month of October. Candidates for all offices shall be elected by majority vote. A runoff election, if required, shall be held in November. If a tie still exists and a second runoff is required, it shall be held in December.
- C. Write-in votes are not allowed and will not be counted.
- D. If there are no opposition candidates nominated, the nominated candidate will be considered elected by acclamation.
- E. The order of nominations and elections shall be as follows:
 - 1. President
 - 2. Executive Vice President

- 3. Secretary/Treasurer
- 4. Vice Presidents (AT&T & Verizon).
- 5. Executive Board Members (AT&T, Verizon, External Units).
- F. Officers and Executive Board Members shall take office at the November Membership meeting or immediately upon certification, whichever occurs later.

Section 3. Local Election Committee

- A. The nomination and election of Local officers, members of the Executive Board 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 CWA Constitution and these Bylaws with reasonable opportunity for each member to nominate and vote for the candidate of his or her choice.
- B. The Election committee shall also conduct any referendum submitted to the membership.
- C. A member shall not be permitted to serve on the Election Committee if a candidate for any office of the Local.
- D. All questions concerning the conduct and challenge of elections shall be determined by the Election Committee, subject to the right of appeal to the membership of the Local.
- E. The Election Committee or the Secretary/Treasurer must preserve the ballots and other election records for one year.

Section 4. General Provisions

- A. The nominees for each Officer position receiving the majority of the valid votes cast shall be declared elected. If no nominee receives a majority on the first ballot, a runoff election shall be conducted and the two (2) nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot. If no nominee receives a majority on the first ballot and there is a tie for second place, a runoff election shall be conducted and the person receiving the greatest number of votes on the first ballot and the two (2) persons who tied for second place shall be the nominees on the second ballot. For Executive Board, the nominee(s) with the highest vote totals in each designation shall be elected.
- B. Only members of the Local in good standing shall be eligible to vote or hold office.
- C. There shall be no write-in candidates.
- D. The ballot shall state that the candidates elected shall be delegates to the CWA National Convention in accordance with the CWA Constitution and these Bylaws.
- E. The term of office for Officers and Executive Board Members shall be three (3) years.

Section 6. Vacancies

- A. A vacancy in the office of Local President shall be filled by the Local Executive Vice President. Vacancies in other offices shall be filled in accordance with Article 15 of the CWA Constitution.
- B. The President, with the approval of the membership may appoint a member to fill a vacant office for the remainder of the unexpired term.
- C. Elections or appointments to fill vacancies shall be for the unexpired term.
- D. All appointed officers shall have the same rights and privileges as elected officers, except for their National convention delegate status. Such designation shall require a secret ballot election.

**ARTICLE 11
COMMITTEES**

Section 1

The Local shall have the following regular committees:

- A. Civil Rights and Equity Committee

- B. Community Services Committee
- C. Education Committee
- D. Election Committee
- E. Legislative/Political Committee
- F. Membership Committee
- G. Organizing Committee
- H. Women's Committee
- I. Other Committees
 - 1. Budget/Finance Committee
 - 2. Bylaws Committee
 - 3. Members' Assistance Committee
 - 4. Mobilization Committee
 - 5. Occupational Health and Safety Committee
 - 6. Retired Members Chapter

Section 2

Members of all committees shall be appointed by the majority vote of the Executive Board subject to the right of the membership to overrule such appointments. The President shall be an ex-officio member of all committees.

- A. Vacancies on committees shall be filled in the same manner as originally filled.
- B. A member of any committee may be removed by a majority vote of the Executive Board subject to membership approval. A committee member may also be removed by action of the membership.

Section 3. Duties of the Committees

- A. **Civil Rights and Equity Committee** -- Shall assist the Union in assuring that members are not discriminated against on the basis of race, color, national origin, ancestry, creed, sex, age, handicap, marital status, sexual orientation or veteran status. Advocates fair and equitable representation for all members promotes Civil Rights in the union so all cultures; have a voice, feel welcome and respected.
- B. **Community Services Committee** -- Shall be responsible for community service activities in the Local and in the community and shall act as the Welfare Committee of the Local. It shall function according to the objectives spelled out in the Resolution 11A-57-17 and in keeping with its duties during strikes.
- C. **Education Committee** -- Shall assist in developing the Local's educational programs and, with the Local officers, be responsible for effecting the Local's and the Union's educational programs.
- D. **Election Committee** -- Shall conduct all Local election procedures pursuant to the Bylaws and Constitution of the Union.
- E. **Legislative/Political Committee** -- Shall be responsible for the development and implementation of the Union's legislative and political activities.
- F. **Membership Committee** -- Shall accept or reject membership applications in accordance with the Bylaws and Rules of this Local and Article 5 of the CWA Constitution and policies of the Union and shall be responsible for new members and publications for education of the membership as required.
- G. **Organizing Committee** -- Shall assist the Local in organizing new members into the Union.
- H. **Women's Committee** -- To strengthen the role of women in unions, organize the unorganized. Increase the involvement of women in the political and legislative process. These goals continue to be the cornerstone of the women's committee activities as members speak out for equal pay, child and elder care benefits, job security, safe workplaces, affordable health care, contraceptive equity and protection.
- I. **Other Committees:**
 - 1. **Budget/Finance Committee** -- Shall review the financial records of the Local and prepare an annual operating budget and shall submit it to the Executive Board.

2. **Bylaws Committee** -- Shall receive, in writing, all proposals to amend the Bylaws, except as provided in Article 19, and report to the membership any recommendations. It shall be the duty of the Bylaws Committee to interpret Bylaws when requested to do so by any Officer, Executive Board Member, or majority of the members at a Membership meeting.
3. **Members' Assistance Committee** – A union based program aimed toward helping our members when life's problems cause an adverse effect on job performance and productivity. Such as; substance abuse, mental health, domestic violence, Worker's Comp, ADA, job searches, FMLA and Disability Benefit denials.
4. **Mobilization Committee** – Disseminates information to the membership. Assist in internal organizing of the membership.
5. **Occupational Safety and Health Committee** – Shall assist the Local in assuring that members have a safe and healthy working environment.
6. **Retired Members Chapter** – Shall be responsible for attempting to involve the CWA retired members in legislative work and work that will benefit the community. It shall also be a resource for retiree programs and problem resolution.

ARTICLE 12

DELEGATES TO CWA CONVENTION

Section 1. Delegates to CWA Convention

- A. The total number of Delegates and Alternates sent to the CWA Convention shall be determined by the Executive Board subject to approval of the membership. Succession to be President, Executive Vice-President, Secretary Treasurer, Vice Presidents. Additional delegates shall be designated from the elected Executive Board members in order of votes received during the general election.
- B. The Local shall determine the convention votes assigned to each delegate following the provisions of the CWA Constitution, Article VIII Section 4.
- C. It shall be the duty of the Secretary Treasurer of the Local to certify the Local delegates to the CWA Convention within the time limits specified in the CWA Constitution.
- D. The Local President shall be the Chairperson. In the event the Local President is unable to attend the Convention, the Local Executive Vice-President shall be the alternate chairperson.
- E. Convention Delegates and alternates will serve as delegates for any special convention that may occur between regular CWA Conventions.

Section 2. Delegate Vacancies

A vacancy in the office of one of the Local officers listed in Section 1 above shall constitute a vacancy for a delegate position. The appointed replacement to such office may only assume the responsibility of being a delegate to the CWA National Convention with an affirmative secret ballot election of the membership.

Section 3. Reduction in Delegates

Should the Local membership per capita decline to the extent that less than five (5) delegate positions to the CWA National Convention are available, both Vice Presidents shall forfeit their delegate status.

ARTICLE 13

STRIKES

The calling, conduct and termination of strikes affecting this Local shall at all times be carried on in compliance with the rules prescribed by the Local and in accordance with the CWA Constitution.

Section 1. Picket Assignments

- A. Each member of the Local shall be obligated to perform picket duty during times of an authorized strike by which he/she is affected.
- B. This picket duty shall be assigned by the Executive Board and/or Strike Committee.
- C. Picket duty shall be rotational between all of the members.
- D. The Executive Board and/or Strike Committee shall make the picket assignments not later than one week prior to a strike date. However, picket assignment shall be the responsibility of the individual member. If assigned by the prescribed date, it shall be the member's responsibility to contact the Executive Board Member and/or Strike Committee for his/her picket assignment.
- E. Members shall be required to perform minimum picket duty as assigned by the Local in accordance with the CWA Members' Relief Fund Rules and Guidelines.
- F. Total or partial release from picket duty obligation may be granted by the Executive Board or Strike Committee for just cause.
- G. Changes in picket assignment must be granted by the Local President and/or his/her authorized representative.

ARTICLE 14 CHARGES, TRIALS AND APPEALS

Section 1. Charges

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

Section 2. Trials

Any accused member, including Officers, shall be tried under the provisions of the CWA Constitution. Any accused member properly notified at said members' last known address as listed on Union records, of his or her trial date, who does not appear on said trial date, shall be deemed to have waived his or her rights to a trial.

Section 3. Appeals

A member or Officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in the CWA Constitution.

Section 4. Local Trial Court

A trial of this Local shall be composed of not less than three (3) and no more than five (5) persons who are members of this Local, and not parties to the proceedings, and who shall be selected by the Local Executive Board.

ARTICLE 15 RECALL OF OFFICERS

An elected Officer or Executive Board Member may be recalled in conformity with the provisions of the CWA Constitution.

ARTICLE 16 AMENDMENTS

These Bylaws may be amended by a mail referendum vote of the membership; or at a Membership meeting, if the proposed amendment passes at two (2) consecutive Membership meetings and has been

reviewed by the Bylaws Committee. All proposed amendments to the Bylaws shall be posted on all union bulletin boards and Local website(s) at least fifteen (15) days in advance of a vote on the amendment. A proposed amendment may originate from any member.

ARTICLE 17
REFERENDUM

- A. The Local election committee shall submit any question to a referendum of the membership, when directed to do so by petition(s) of at least 10% of the Local membership.
- B. The petition(s) must be submitted to the Election Committee within sixty (60) days of the start of circulation. Each signature must be dated and verified by the Election Committee.
- C. Referenda may also be called by majority vote of the Officers and the Executive Board Members.
- D. Referenda may be conducted by secret mail ballot, by secret ballot conducted at a Membership meeting, or by secret ballot conducted at designated locations as determined by the Executive Board.

ARTICLE 18
FISCAL YEAR AND AUDIT

- A. The fiscal year of this Local shall be from October 1st to and including September 30th of the succeeding year.
- B. Financial records of this Local shall be audited by a public accountant, or by a committee elected by the Local, at the end of each fiscal year. The results of such audit shall be made available for inspection of any member of the Local.

ARTICLE 19
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 9003, 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, to this I do solemnly swear."

ARTICLE 20
COMPLIANCE WITH CONSTITUTION

In the event Convention action changing the CWA Constitution affects any one or more provisions of these Bylaws, the provision or provisions so affected shall be made automatically to comply with the requirements of such Constitutional change.

ARTICLE 21
ADOPTION

These Bylaws were adopted by a vote of the combined membership of Locals 9000 and 9503 that was concluded on July 14, 2011 and approved by the Union on October 28, 2011.