

IUE-CWA LOCAL XXXXX  
LOCAL UNION BYLAWS

Updated and Adopted  
DATE

## LOCAL XXXXX UNION BYLAWS

### ARTICLE I – NAME

This Local shall be known as Local XXXXX of the IUE-CWA, the Industrial Division of the Communications Workers of America.

### ARTICLE II – JURISDICTION

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

### ARTICLE III – OBJECTS

The objects of Local XXXXX 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 (CWA).

### ARTICLE IV – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

1. Membership
2. Executive Board  
(Note: Any officer sitting on the Executive Board is deemed to be an “officer” under the Reporting and Disclosure Act of 1959 and must be elected as set out below.)
3. Officers
4. Committees
5. Chief Steward/Stewards

### ARTICLE V – MEMBERSHIP

#### Section 1 – Eligibility

Membership in the Local Union shall not be denied to any eligible worker because of race, color, sex, citizenship, national origin, or not in violation of any Federal or State laws.

Any person eligible for membership in the Communications Workers of America, as defined in Article V of the CWA Constitution, shall be eligible for membership in this Local, if performing work within the Local’s assigned jurisdiction. Any such member who retires may maintain membership by the continued payment of dues from the time of retirement.

#### Section 2 – Application

Membership in the Local shall be obtained upon payment of the Local initiation fee of no less than \$2.00 or more than \$5.00 without approval of the CWA Executive Board.

(Note: Article V, Section 2(b) of the CWA Constitution provides that a Local may not establish an initiation fee of no less than \$2.00 or more than \$5.00 without approval of the CWA Executive Board. Any initiation

fee established at the time of the merger (2001) with CWA may be carried forward without such approval. Any increase in initiation fee must have reasonable notice to the membership and be voted on by secret ballot vote, the same as a dues increase, see below.)

### **Section 3 – Transfers**

The transfer of membership from this Local to the jurisdiction of another Local or from another Local to the jurisdiction of this Local shall be made in accordance with Article V of the Union (CWA) Constitution.

## **ARTICLE VI – LOCAL DUES AND ASSESSMENTS**

### **Section 1 – Local Dues**

- A. Each member of the Local shall pay minimum membership dues of two and one-quarter hours pay per month, in accordance with CWA convention action.
- B. Membership dues which exceed in amount the minimum membership dues may be authorized by a majority of those voting on the question, in accordance with the Local bylaws.
- C. 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 meeting where a quorum is present, if the question has been advertised on bulletin boards at least seven (7) days in advance of the meeting or by notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting.

(Note: The Reporting and Disclosure Act of 1959 requires reasonable notice be given of the intention to vote on the question of a dues increase. Seven (7) days is suggested as being the minimum time to meet this requirement.)

### **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, Section 3 of the Union (CWA) Constitution.

## **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 (CWA) in the following manner:

- (a) Through action taken in membership meetings or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board between membership meetings.
- (c) Through actions and decisions of the Local Officers between meetings of the Executive Board.

(Note: List here the actions that an officer is permitted to take on his or her own initiative when the Executive Board cannot be convened.)

## **ARTICLE VIII – LOCAL MEETINGS**

Regular meetings of this Local shall be held monthly at such time and place as the members may determine by vote. Special meetings may be called by a majority vote of the Local Executive Board, or by a petition signed by 20% of

members. Upon receipt of a proper petition, the Local officers shall call a special meeting for the purpose set forth in the petition to be held within ten (10) days.

## **ARTICLE IX – LOCAL DELEGATES TO THE UNION CONVENTION**

- A. Delegates and alternate delegates to the IUE Division Conference and the Union (CWA) Convention shall be elected by the membership voting by secret ballot conducted not less than sixty (60) days in advance of the Union (CWA) Convention. The Local President is an automatic delegate per the CWA Constitution.

(Note: The secret ballot may be by referendum or at a membership meeting, whichever method may be desired by the Local. The same notice requirements (15 days) must be met in connection with the nomination and election of delegates as in the case of nominations and elections of Local officers.) It may be best practice to hold these along with Officer elections. (This would keep it to one election, one mailing and save the Local money).

Locals may provide in their bylaws for the election of certain officers as delegates simultaneously with the officer elections. In such case the notices of nominations and elections, and the ballot, should specify that the nomination and the vote cast is for the specific office and for the same person to be delegate to any convention held during his term of office –Simply put the Ballot should read For Office of the President and Delegate.

- B. In the event the Local elects more than one delegate to the IUE Division Conference and the CWA Union Convention, the Local shall determine the convention votes assigned to each delegate in accordance with Article VIII of the Union (CWA) Constitution.
- C. It shall be the duty of the Secretary-Treasurer (or Secretary) of the Local to certify the Local delegates to the IUE Division Conference and the CWA Union Convention to the Secretary-Treasurer of the Union (CWA) within the time limits specified in Article VIII of the Union (CWA) Constitution and the IUE-CWA Division Rules.

## **ARTICLE X – LOCAL COMMITTEES**

- A. The Local shall have the following standing committees:
1. Education Committee
  2. Election Committee
  3. Women’s Committee
  4. Legislative-Political Committee
  5. Organizing Committee
  6. Bargaining Committee
  7. Community Services Committee
  8. Committee on Equity/Diversity
  9. Other Committees (Bylaws, Retiree, Events etc.)

- B. Members of all committees shall be appointed by the President, subject to a majority vote of the Local 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. Any member of any Local committee may be removed by majority vote of the Local Executive Board, subject to the right of the Local to overrule the action of the Executive Board.
- E. Recommended. The Election Committee shall be voted upon at the Local membership meeting six (6) months prior to Local nominations. The vote for the Election Committee shall be posted 15 days in advance of the Vote. Members of the Election Committees should attend election training provided.
- F. Duties of Committees
  1. Membership Committee – The Membership Committee shall accept or reject membership applications in accordance with the bylaws and rules of this Local and Article V of the CWA Constitution and policies of the Union.
  2. Legislative-Political Committee – The Legislative-Political Committee shall assist in developing and pursuing the program of the Union (IUE-CWA) and the Local in the Legislative-Political field. It shall be responsible for the Local’s program to register each qualified voter.
  3. 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.
  4. Election Committee – The Election Committee shall conduct all nominations and elections and referenda of this Local. In accordance with federal law, the Union (CWA) Constitution and these bylaws. No candidate may serve on or chair the election committee.
  5. Education Committee – The Education Committee shall assist in developing the Local’s education program and, with the Local officers, be responsible for effectuating the Union’s (CWA) (IUE-CWA) and Local’s educational programs.
  6. Community Services – The Community Services Committee shall assist in developing all Community Services programs.
  7. Committee on Equity/Diversity – The committee on Equity shall study and report to the Local on the ways and means of eliminating discrimination on the basis of sex, race or any other basis.
  8. Women’s Committee – The Local Women’s Committee shall support and encourage the participation of the Local members who are women. Educate members of the Local on issues of concern to women, conduct and support activities and projects along the above lines and in general support of the Local, enlisting the service of the membership to that end.
  9. Bargaining Committee – The Bargaining Committee shall work and assist the International Staff Representative in the development of proposals and the bargaining with the Company to secure a fair and equitable contract for all members of the unit.

10. Other Committees

## **ARTICLE XI – ORDER OF BUSINESS/FOLLOWING ROBERT’S RULES**

- A. The order of business at a Local meeting shall be as follows:
  1. Call to order
  2. Pledge (optional)
  3. Invocation (optional)
  4. Roll Call (optional)
  5. Reading and action on minutes of previous meeting
  6. Report of officers and Executive Board (President, Financial Report, Business Agent/Chief Steward etc...)
  7. Report of committees
  8. Unfinished business
  9. New business
  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, EXECUTIVE BOARD, STEWARDS AND THEIR DUTIES**

### **Section 1 – Local Officers**

- A. The elected officers of the Local shall be:
  1. President
  2. Vice-President
  3. Secretary-Treasurer (or any combination of Recording, Financial Secretaries and Treasurer)
  4. At-large board members
  6. The chief steward of each of unit (if they are voting Executive Board Members)
  7. Two trustees

B. The duties of Local officers shall be as follows:

1. The Local President shall:

- a. Be an automatic delegate to all IUE and CWA Conventions and AFL-CIO meetings.
- b. Be responsible for the conduct of all Local business.
- c. Preside at Local Membership and Local Executive Board and Local Officers meetings.
- d. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
- e. Supervise and be ex-officio member of all Local committees (with the exception of the Election Committee should they be on the Ballot).
- f. Approve all bills to be paid, and countersign all checks drawn on the Local treasury.
- g. 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.
- h. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or required by the policies or Constitution of the Union.

2. The Local Vice President shall:

- a. Work under the direction of the Local President; and
- b. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or the Local President.
- c. Should the President position become vacant the Vice President would assume those duties.

3. The Local Secretary-treasurer shall:

- a. Maintain a record of the Local membership.
- b. Record and maintain the minutes of all meetings of the Local, the Local Executive Board or Local officers.
- c. Furnish the District Vice President and the International (CWA) Secretary-Treasurer with copies of any changes in these bylaws within ten (10) days after such changes are adopted.
- d. Certify the Local delegates to the Union (CWA) Convention to the International Secretary-Treasurer within the time limits specified in Article VIII of the Union (CWA) Constitution.
- e. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or the Local President.

- f. Be custodian of all assets of the Local.
- g. Report to each membership on the financial status of the Local.
- h. Be bonded, as must any other person who handles Local funds or other property in accordance with the Union (CWA) Constitution or any state or federal law.
- i. Cause the payment of all bills approved by the Local President.
- j. Cause the proper filing of all reports or filings required by federal, state, or local law; and

4. The Local Trustees Shall:

- a. Audit the Local financial records at least once every 3 months to determine accordance with the CWA Constitution, the IUE-CWA Division rules, and Federal Law.
- b. Report their findings following each audit at the next regularly scheduled membership meeting.
- c. Send a yearly audit report to IUE-CWA Headquarters
- d. Should the secretary-treasurer be unable to fulfill the duties of the office, the President shall appoint one of the current trustees to fulfill the duties of the secretary-treasurer until such time as an election can be held.

**Section 2 – Local Stewards**

- A. The Local shall have one Chief Steward per Unit and as many Stewards as permitted under its contracts.

The Chief stewards may be officers of the Local, if they sit and vote on the Local Executive Board, and shall be elected with the officers of the Local per the CWA Constitution.

Local Stewards shall not be officers of the Local and shall be elected for three-year terms.

- B. The duties of Local Stewards shall be as follows:

(Note: the Local Steward structure and the duties of Stewards may vary between Locals. A Local should, however, set forth the general duties of Stewards in this section. For example, a Local could provide as follows:

- 1. The Stewards shall:
  - a. Work under the direction of the Chief Steward; and
  - b. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or the Local President (or Chief Steward).

**Section 3 – Local Executive Board**

- A. The duties of the Local Executive Board shall be as follows:
- a. 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.
  - b. Meet as necessary. The Local President shall call a meeting of the Executive Board whenever requested by a majority of the Board members to do so.
  - c. Cause an annual budget to be prepared and presented to the membership; and
  - d. Be responsible for the operation of strike action procedures as outlined in the Union (CWA) Constitution.
  - e. Actions and decisions of the Executive Board shall be subject to approval by the membership.
  - f. Executive board meetings shall be held monthly.

### **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 rules of the Local and in conformity with the Union (CWA) Constitution. On questions where the Local bylaws, the Local rules or the Union (CWA) Constitution do not clearly apply, Robert’s Rules of Order shall govern.
- B. Membership meetings shall be held monthly unless a vote is taken to cancel a monthly meeting.
- C. The number constituting a quorum for Local meetings shall consist of those present.
- D. The Local President or Secretary-Treasurer shall post on the Union boards notice of all membership meetings at least seven (7) days prior to the meeting.
- E. A majority of the officers of the Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

### **ARTICLE XIV – NOMINATION AND ELECTION OF LOCAL OFFICERS AND MEMBERS OF THE LOCAL EXECUTIVE BOARD**

#### **Section 1 – Nominations**

Local officers and members of the Executive Board shall be nominated in the month of September, October, November or December each election year.

Nominations will be made from the floor at the regular membership meeting, starting with the President, Vice-President, and Secretary-Treasurer, and followed by Chief Stewards, Executive Board at large and Trustees (2) and Stewards.

#### **Section 2 – Elections**

Elections of Local officers and Executive Board members will be by secret ballot of the membership in the month of September, October, November or December each election year. Notice of the election shall be mailed to each member’s last known home address via the IUE-CWA newspaper or by USPS (mail).

Elections shall be conducted by use of established and posted polling places and ballot boxes. Candidates shall appear in alphabetical order on all ballots.

### **Section 3. – Local Election Committee**

- A. The nomination and election of Local officers, members of the 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 (CWA) Constitution and these bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of his/her choice.
- B. The Election Committee shall also conduct any referenda submitted to the membership.
- 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 and membership of the Local 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 the President, Vice President, Secretary Treasurer or Secretary and Treasurer election must receive the majority of the votes cast (50%+1) to be declared elected. If no one nominee has a majority (50%+1) vote 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. The nominee on the second ballot with the most votes is declared the winner. All other Offices may be elected by plurality (greatest number of votes).
- C. The term of office shall be for three (3) years.
- D. The officers shall take office during the regular membership meeting following the election.

### **Section 5 – Vacancies**

A vacancy in the office of Local President shall be permanently filled by the Vice President. Vacancy in the vice president position must be filled via secret ballot election within 60 days. Vacancies in other offices shall be filled by appointment of the President, approved by the Local Executive Board and Membership of the Local membership within sixty (60) days or by election in the same manner as that required for regular elections and within sixty (60) days.

### **Section 6 – Challenges**

- A. Any member may challenge an election in the Local Union on grounds where the outcome may have been affected by a violation of these bylaws or applicable laws. The challenge shall be in writing to the Recording Secretary within seventy-two (72) hours of the election results being posted. The Recording Secretary will immediately notify the Election Committee Chairperson, who shall assemble the Election Committee, investigate and render a decision to the Recording Secretary within three (3) days of receipt of the challenge.
- B. Appeals from the decision of the Election Committee may be made to the Executive Board of the Local in writing to the Recording Secretary within three (3) days of said decision. The Executive Board shall investigate and render a decision within three (3) days of receipt of the appeal.

**ARTICLE XV – 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 (CWA) and Article XVIII of its Constitution.

**ARTICLE XVI – CHARGES, TRIAL 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 (CWA) Constitution.

**Section 2 – Trials**

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

**Section 4 – Local Trial Court**

A Trial Court of this Local shall be composed of 7 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.

**ARTICLE XVII – RECALL OF LOCAL OFFICERS**

Any elected officer or executive board member of this Local may be recalled in accordance with the provisions of Articles XXI, Section 2, and XXII, Section 8, of the Union (CWA) Constitution.

**ARTICLE XVIII – AMENDMENTS TO LOCAL BYLAWS**

After adoption, these bylaws may be amended by either of the following methods:

- (a) Majority vote of the members present in the Local meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of the Local newsletter, Bulletin Boards or U.S. Mail, postage prepaid, at least seven (7) days in advance of the meeting; or
- (b) Referendum of the membership.
- (c) The Secretary Treasurer/Recording Secretary shall promptly submit copies of amended bylaws to the Division, all amendments are subject to review and approval by the Division to ensure compliance with the, CWA Constitution, Division Rules and Federal Law.

