

LOCAL 1102 – BYLAWS
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

ARTICLE I - NAME

This Local shall be known as Local 1102 of the Communications Workers of America, AFL-CIO.

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 1102 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:

- | | |
|---------------------|----------------|
| (a) Membership | (c) Officers |
| (b) Executive Board | (d) Committees |

ARTICLE V - MEMBERSHIP

Section 1 - Eligibility

- (A) Any person eligible for membership in the Communications Workers of America, AFL-CIO as defined in Article V of the Constitution shall be eligible for membership in this Local, if performing work within the Local's assigned jurisdiction, or if employed on a part time or full time basis by the Union.
- (B) No person, otherwise eligible for membership, shall be denied membership in this Local because of sex, race, color, creed or nationality.

Section 2 - Application

- (A) Membership in this Local shall be obtained after payment of the Local initiation fee 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.

- (B) The initiation fee for the Local shall be five (\$5) dollars.

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, Section 3 of the Union Constitution.

ARTICLE VI - LOCAL DUES AND ASSESSMENTS

Section 1 - Local Dues

- (A) All members shall pay dues, per week, in the amount of 1.75% of their basic weekly wages.
- (B) 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 fifteen (15) days in advance of the meeting.
- (C) 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 VI, Section 3 of the Union 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 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.

- (D) The action and decisions of the Executive Board and Officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

Section 2 - Executive Board

- (A) The Executive Board shall consist of three (3) Local Officers and two (2) Business Agents.
- (B) Members of the Executive Board shall forfeit their title for any one of the following reasons:
 - 1. Accepting any transfer or promotion outside of the jurisdiction from which he was elected.
 - 2. Continued failure to participate in activities of the Local, subject to the provisions of these Bylaws and the Constitution and policies of the Union.

ARTICLE VIII - LOCAL MEETINGS

- (A) Regular meetings of this Local shall be held four times a year, one meeting in each quarter. The date of said meetings to be established by the Executive Board which shall give at least ten (10) days notice thereof.
- (B) Special meetings may be called by a majority vote of the Local Officers or by a petition signed by ten (10) percent of the membership. Upon receipt of a proper petition, the Local Officers shall, after giving proper notice, call a special meeting to be held within ten (10) days.

ARTICLE IX - LOCAL DELEGATES TO NATIONAL CONVENTION

- (A) The President, Vice President and Secretary Treasurer shall be delegates to the Union Convention. The President shall be Chairman of the delegation.
- (B) Additional delegates and alternates to the Union Convention shall be elected by the membership voting by secret ballot conducted not less than thirty (30) days in advance of the Union Convention.
- (C) Convention votes assigned to each delegate shall be in accordance with Article VIII of the Union Convention.
- (D) 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 Article VIII of the Union Constitution.

(E) Additional delegates and alternates shall be elected by plurality of the membership.

ARTICLE X - LOCAL COMMITTEES

(A) The Local shall have the following regular committees:

1. Community Services
2. Women's
3. Education
4. Election
5. Legislative-Political
6. Membership
7. Equity
8. Organizing
9. Entertainment

(B) Members of all committees shall be appointed by a majority 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 committee of the Local may be removed by a majority vote of the Executive Board, subject to the right of a majority of the membership to overrule such removal.

(E) The Local shall establish such other committees as may be necessary to effectuate the policies of the Local and the Union.

(F) Duties of Committees:

1. The Community Services Committee shall assist in developing all community services programs.
2. The Women's Committee shall assist in developing and maintaining women's programs and activities for the Local.
3. The Education Committee shall assist in developing the Local's educational programs and with the Local Officers shall be responsible for effectuating the Union's and Local's educational programs.
4. The Election Committee shall conduct all nominations, elections and referenda of the Local.

5. 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.
6. The Membership Committee shall accept or reject membership applications in accordance with the Bylaws and rules of this Local and Article V of the Constitution and policies of the Union.
7. The Equity Committee shall focus on issues of equity within the Local and by reporting to the Executive Board and the members of the Local on the ways and means of eliminating discrimination.
8. The Organizing Committee shall assist the Local Officers and members in organizing all non-union employees within the Local's jurisdiction.
9. The Entertainment Committee shall assist in developing the Local's social functions and with the Local Officers be responsible for effectuating the Local's social programs.

ARTICLE XI - ORDER OF BUSINESS

(A) The order of business at Local meetings shall be as follows:

1. Call to order and Pledge of Allegiance
2. Roll Call
3. Reading of minutes of previous meeting
4. Report of Officers
5. Report of Committees
6. Unfinished Business
7. New Business
8. Good and Welfare
9. Adjournment

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

ARTICLE XII - OFFICERS, EXECUTIVE BOARD, BUSINESS AGENTS, CHIEF STEWARDS, SHOP STEWARDS AND THEIR DUTIES.

Section 1 - Executive Board

- (A) The Executive Board shall consist of the Local Officers and two (2) Business Agents.
- (B) The duties of the Executive Board shall be as follows:
 - 1. Responsible for making decisions and acting in behalf of the Local between membership meetings on all matters concerning the good and welfare of the members.
 - 2. Interpreting these Bylaws.
 - 3. A majority vote of the Executive Board may institute a referendum if a lack of a quorum at a membership meeting has caused failure to conduct Local business.

Section 2 - Local Officers

- (A) The Officers of the Local shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary Treasurer
- (B) The duties of the Local Officers shall be as follows:
 - 1. The President shall:
 - a. Be responsible for the conduct of all Local business.
 - b. Preside at Local membership, Local Executive Board and Local Officer meetings.
 - c. Supervise all Local Committees.
 - d. Approve all bills to be paid and countersign all checks drawn on the Local treasury.

- e. Perform whatever additional duties as may be required or assigned by the Executive Board or policies or Constitution of the Union.
 - f. Be spokesman for the Local.
 - g. Be a delegate and chairman of the delegation to the Union Convention.
 - h. Hold no other elective office in the Local.
2. The Vice President shall:
- a. Work under the direction of the President.
 - b. In the absence of the President or Secretary Treasurer, approve all bills to be paid and countersign all checks drawn on the Local treasury.
 - c. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
 - d. Perform such other duties as may be assigned by the Local, the Executive Board or the President.
 - e. Be a delegate to the Union Convention.
 - f. Hold no other elective office in the Local.
3. The Secretary Treasurer shall:
- a. Maintain a record of the Local membership.
 - b. Record and maintain the minutes of all meetings of the Local, the Executive Board or the Local Officers.
 - c. Furnish the Vice President and Secretary Treasurer of the Union with copies of any changes in these Bylaws ten (10) days after such changes are made.
 - d. Be custodian of all assets of the Local.
 - e. Be bonded, as must any other person who handles Local funds or property in accordance with the Union Constitution or any State or Federal Law.

- f. Cause the payment of all bills appropriately approved by the President.
- g. Perform such other duties as may be assigned by the Local, the Executive Board or the President.
- h. Be a delegate to the Union Convention
- i. Hold no other elective office in the Local.

Section 3 - Business Agents

The duties of the Business Agents shall be as follows:

- (A) Work under the direction of the President in the areas of the Local as determined by the Executive Board.
- (B) Perform whatever duties as may be assigned by the Local, the Executive Board or the Vice President.
- (C) Hold no other elective office in the Local other than delegate or alternative delegate to the Union Convention.

Section 4 - Chief Stewards

- (A) The Local shall have as many Chief Stewards as necessary to conduct Local business as determined by the Executive Board. Chief Stewards shall be elected by the membership in the areas, job classifications, garages or central offices as determined by the Executive Board not less than ninety (90) days prior to the election.
- (B) The duties of the Chief Stewards shall be as follows:
 - 1. Work under the direction of the President.
 - 2. Perform whatever duties as may be assigned by the Local, the Executive Board or the President.
 - 3. Hold no other elective office in the Local other than delegate or alternative delegate to the Union Convention.

Section 5 - Shop Stewards

- (A) The Local shall have as many Shop Stewards as necessary to conduct Local business as determined by the Executive Board.

- (B) The Executive Board shall determine in each election cycle whether all Shop Stewards in the Local will be appointed or elected. When Shop Stewards are appointed, they shall be appointed by the Business Agent subject to certification by the Executive Board. When Shop Stewards are elected, they will be elected by the membership they represent. Shop Stewards shall be appointed or elected in the month of March for a term of two (2) years.
- (C) The duties of the Shop Stewards shall be as follows:
 - 1. Work under the direction of the President.
 - 2. Perform whatever duties as may be assigned by the Local, the Executive Board or the President.
 - 3. Hold no other elective office in the Local other than delegate or alternative delegate to the Union Convention.
- (C) Shop Stewards who are appointed may be decertified for failure to fulfill their duties by a majority vote of the Executive Board. Shop Stewards who are designated by the Executive Board for election by the membership they represent may be decertified for failure to fulfill their duties by a majority vote of the Executive Board subject to the right of the Local membership in good standing to overrule such decertification.

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

- (A) Membership meetings and other business of this Local shall be conducted under these Bylaws and rules of this 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, Roberts Rules of Order shall govern.
- (B) The number constituting a quorum for this Local's meetings shall be ten percent (10%) of the membership.
- (C) A majority of the Officers or a majority of the members 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, BUSINESS AGENTS AND CHIEF STEWARDS

Section 1 - Nominations

- (A) Local Officers, Business Agents and Chief Stewards shall be nominated in the month of September of each election year. Fifteen (15) days notice shall be given

for the purpose of nominating Local Officers, Business Agents and Chief Stewards.

- (B) Nominations for the offices of President, Vice President and Secretary Treasurer shall also constitute nominations for Delegates to the Union Conventions held during the term of office for which the election is being conducted.
- (C) Petitions
 - 1. Local Officers and Business Agents shall be nominated by petition signed by ten percent (10%) of the members in good standing.
 - 2. Chief Stewards shall be nominated by petition signed by ten percent (10%) of the members in good standing and permanently assigned in the particular groups or areas that the Chief Stewards represent as determined by the Executive Board.

Section 2 - Elections

- (A) Election of Local Officers and Business Agents shall be by secret ballot of the entire membership during the month of October of each election year. Election of Chief Stewards shall be by secret ballot of the membership permanently assigned in the particular groups and areas as determined by the Executive Board.
- (B) Ballots shall state that the candidates elected President, Vice President and Secretary Treasurer shall be Delegates to the Union Conventions held during the term of office for which the election is being conducted.
- (C) Nominees can only appear on the ballot for one office (other than delegate or alternate delegate to the Union Convention).
- (D) Ballots shall be through the U.S. mail.
- (E) Nominees must state in writing to the Election Committee that they will serve if elected.
- (F) Only members of the Local in good standing shall be eligible to vote.

Section 3 - Local Election Committee

- (A) The nomination and election of Local Officers, Business Agents, Chief Stewards and Delegates to the Union 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's Constitution and these Bylaws, with reasonable opportunity for

each member in good standing to nominate and vote for the candidate of their 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 is a candidate for any office of the Local or Delegate to the Union 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. The Election Committee shall certify the results of any election.

Section 4 - General Provisions

- (A) The nominee in any election for the office of President, Vice President and Secretary Treasurer receiving the 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 (2) nominees having the greatest number of votes on the first ballot shall be the candidates on the second ballot.
- (B) Business Agents shall be elected by plurality vote. The two nominees receiving the greatest number of votes cast shall be elected.
- (C) Chief Stewards shall be elected by majority vote of the members permanently assigned in the particular groups or areas that the Chief Stewards represent. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of votes on the first ballot shall be the candidates on the second ballot.
- (D) Only members of the Local in good standing shall be eligible to vote or hold office.
- (E) Write-in ballots shall be null and void.
- (F) The term of office for Local Officers, Business Agents and Chief Stewards shall be for three (3) years and until their successors have been duly elected and qualified.
- (G) The Local Officers, Business Agents and Chief Stewards shall take office on January 1st of the year following their election after certification of their election by the Election Committee.

- (H) The office of any elected or appointed official of the Local shall be declared vacant when such elected or appointed official of the Local accepts a temporary or permanent position in management.
- (I) Whenever there is an unopposed candidate duly nominated for any office or elected position in the Local, such a candidate shall be considered elected.

Section 5 – Vacancies

A vacancy in the office of President shall be filled by the Vice President. Vacancies in other offices shall be filled in the same manner as that required for the regular elections and within sixty (60) days as required by Article XV of the Union Constitution.

ARTICLE XV - 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 Union and Article XVIII of the Union Constitution.

ARTICLE XVI - CHARGES, TRIALS AND APPEALS

Section 1 - Charges

Members of this Local may be fined, suspended 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 - Local Trial Court

A Trial Court of this Local shall be composed of five (5) persons who are members in good standing of this Local and not parties to the proceedings and who shall be selected by the Executive Board of the Local.

ARTICLE XVII - RECALL OF LOCAL OFFICERS

Any elected Officer of this Local may be recalled in accordance with the provisions of Article XXI and XXII of the Union Constitution. A Business Agent or Chief Steward may be recalled in accordance with the procedures applicable to Officers of this Local.

ARTICLE XVIII - AMENDMENTS TO THE LOCAL BYLAWS

After adoption, these Bylaws may be amended by a majority of those voting on the amendment by secret ballot through the U.S. mail with postage paid return envelope, providing the proposed changes have been advertised to the membership by the use of bulletin boards for fifteen (15) days before ballots are mailed and that a copy of the proposed changes be included with the ballot.

ARTICLE XIX - AFFILIATION

- (A) This Local shall affiliate with the City and State Central Labor bodies of the AFL-CIO.
- (B) Delegates to the Central Labor bodies of which this Local is affiliated shall be selected by the President with the approval of the Executive Board.

ARTICLE XX - 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, special membership, or Executive Board meeting.
- (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 1st of each year to and including September 30th of the succeeding year.
- (B) The financial records of this Local shall be audited by a Public Accountant or by a committee selected by the Executive Board at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of this Local.

ARTICLE XXII - COMPENSATION FOR UNION BUSINESS

- (A) Any member in good standing of the Local shall receive compensation commensurate to the highest basic weekly wage of his respective craft for any period when he is engaged in duly authorized business or in any elective capacity of the Local.

- (B) In addition to the compensation provided for in section (A) of this Article, Local Officers, Business Agents and Chief Stewards shall receive wages and expenses as determined by the Executive Board. Local Officers shall not be entitled to overtime compensation under any circumstances.
- (C) Business Agents shall not be permitted to work overtime if it interferes with Union business.
- (D) Union Business shall be authorized by the President or by a Local Officer he delegates.

ARTICLE XXIII - GENDER

Whenever the masculine gender has been used herein it is intended to cover both male and female members of this Local.

ARTICLE XXIV - 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 1102 of the Communications Workers of America, AFL-CIO with full knowledge of the responsibilities and duties of such office.”

“I promise to faithfully discharge my duties according to the By Laws and rules of the Local and the Constitution 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 XXV - ADOPTION

These Bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption by secret ballot through the U.S. mail.